Policy Name	*Academic Integrity*		
Policy #	SR 2.0	Category	Student Rights and Responsibilities
Policy Owner	Vice President – Academic	Effective Date	November 28, 2023
Policy Lead	Deans	Review Date	April 24, 2024
Approved by	Executive Management Committee	Approval Date	November 20, 2023

1.0   Policy Statement

The purpose of this policy is to support a strong culture of Academic Integrity at NAIT.

Academic Integrity is defined as a commitment, even in the face of adversity, to six fundamental values in the Learning Environment: honesty, trust, fairness, respect, responsibility, and courage.[1]

Academic Integrity is critical to the educational mission of NAIT. NAIT programs and courses are based on specific learning outcomes that students are required to achieve. Programs and courses offer regular Assessments (tests, assignments, practical exams, etc.) to assess student learning. These evaluations allow students to demonstrate their ability to achieve the outcomes and require a student to achieve a certain level of competency to be given credit for a course.

2.0   Definitions

Term	Definition
Academic Integrity	Academic Integrity is defined as a commitment, even in the face of adversity, to six fundamental values in the Learning Environment: honesty, trust, fairness, respect, responsibility, and courage.[1]
Academic Misconduct	Academic Misconduct is an offence against the Academic Integrity of the learning environment. Academic Misconduct includes but is not limited to Plagiarism, Cheating, Misrepresentation, and the Facilitation of Academic Dishonesty.
Assessment	Assessments are activities used to evaluate and grade a student's ability to perform program and/or course outcomes by demonstrating successful completion of real-world tasks.
Cheating	Cheating includes the use of unauthorized materials or information, copying from an unauthorized source, unpermitted collaboration or consultation with others, presenting false results, or contract cheating-

---

[1] *The Fundamental Value of Academic Integrity* (3rd ed.), International Centre for Academic Integrity, 2021

	when a third party completes Assessments, with or without payment, for a student.
Facilitation of Academic Dishonesty	Facilitation of Academic Dishonesty includes offering, sharing, or selling information (like Assessment questions) or completed Assessments (contract Cheating), allowing work to be copied or aiding in the Misrepresentation of another student's knowledge or skills.
Learning Environment	The physical and virtual space where learning takes place including but not limited to classrooms, hallways, common areas, labs, digital learning resources like Moodle or Brightspace, work-integrated learning locations, all social media platforms, and other spaces on campus.
Misrepresentation	Misrepresentation involves the act of misrepresenting knowledge, skills, or competencies in an academic Assessment, impersonating someone or having someone impersonate you (in writing or in person) during an Assessment, misrepresenting credentials, educational background or altering academic documents.
Plagiarism	Plagiarism is intentionally or unintentionally representing assignments, ideas, words, data, photos, or work, that have been taken from another source, or completed by another person, as your own. Ideas from another source without citation are considered plagiarized even if paraphrased. This does not include facts that are common knowledge.
Program Leader	A Chair, Associate Chair, or Portfolio Manager who is responsible for the educational and administrative leadership of one or more instructional units including curriculum/program development.

3.0   Academic Integrity Fundamental Values

The International Center for Academic Integrity, *The Fundamental Values of Academic Integrity* (3rd ed.), 2021, describes how NAIT Community Members can demonstrate their commitment to those values and contribute to a culture of Academic Integrity.

3.1   Honesty is the foundation of integrity and a prerequisite for full realization of trust, fairness, respect, and responsibility.
NAIT Community Members demonstrate honesty by:
- Being truthful.
- Giving credit to the owner of work or ideas.
- Following through on commitments and promises.
- Providing factual evidence.
- Aspiring to objectivity, including considering multiple perspectives and one's preconceptions or bias.

3.2   Trust is a fundamental pillar of the academic pursuit, it is reciprocal and allows for collaboration, sharing information, and the ability to circulate or share ideas without fear. NAIT Community Members demonstrate trust by:
- Clearly stating expectations and follow through.
- Promoting transparency in values, processes, and outcomes.
- Trusting others.
- Facilitating and seeking mutual understanding.
- Acting with genuineness.

3.3   Fairness is an essential factor in the establishment of ethical communities because it reinforces the importance of truth, ideas, logic, and rationality. Important components of fairness include predictability, transparency, and clear, reasonable expectations.
NAIT Community Members demonstrate fairness by:
- Applying rules and policies consistently.
- Engaging equitably with others.
- Demonstrating and encouraging an open mind.
- Being objective.
- Taking responsibility for actions.

3.4   Respect is reciprocal and requires showing respect for oneself as well as others. Academic communities succeed when there is respect for community members and for the diverse and sometimes contradictory opinions expressed.
NAIT Community Members demonstrate respect by:
- Practicing active listening.
- Receiving feedback willingly.
- Accepting that other's thoughts and ideas have validity.
- Showing empathy.
- Facilitating open communication.
- Affirming and accepting differences.
- Recognizing the consequences of our words and actions on others.
- Engaging in learning opportunities.

3.5   Responsibility at an individual and community level is necessary to create and support an Academic Integrity culture and to combat apathy. Shared responsibility distributes and magnifies the power to effect change and inspire others to uphold the Academic Integrity standards of the group.
NAIT Community Members demonstrate responsibility by:
- Holding oneself accountable for our own actions.
- Engage with others in difficult conversations, even when silence is easier.
- Creating, understanding, and respecting personal boundaries.
- Knowing and following institutional policy and procedure.
- Following through on tasks and expectations.
- Modelling good behaviour.

3.6.   Courage is the capacity to act in accordance with one's values despite fear. Only by exercising courage is it possible to create communities that are responsible, respectful, trustworthy, fair, and honest, and strong enough to endure regardless of the circumstances they face.
NAIT Community Members demonstrate courage by:
- Being brave even when others might not.
- Taking a stand to address a wrongdoing and support others to do the same.
- Enduring discomfort for something you believe in.
- Being undaunted in defending integrity.
- Being willing to take risks and risk failure.

4.0 Roles

Promoting and upholding the values of Academic Integrity is the responsibility of every member of the NAIT community including Students, Instructors, Academic and Non-Academic Staff, as well as Administration and Leadership. Given their time directly in the learning environment, Students and Instructors play an especially important role in upholding and maintaining NAIT's culture of Academic Integrity.

4.1. Instructors demonstrate their commitment to the values of honesty, trust, fairness respect, responsibility, and courage, and thereby uphold the culture of Academic Integrity by:
- Providing continuous education to learn and understand NAIT's expectations on Academic Integrity and NAIT's response to concerns of Academic Misconduct.
- Clearly and explicitly stating in writing expectations regarding Assessments. For example, this includes expectations on the use of collaboration, artificial intelligence, and academic sources or materials.
- Evaluating student work in an equitable, timely, and forthright manner.
- Recognizing that Academic Integrity skills take practice and provide opportunities for students to learn and practice these skills (ie. citing, environment scans).
- Providing reasonable accommodation.
- Developing authentic Assessments that measure the learning outcomes.
- Taking students' ideas seriously by recognizing them as individuals, helping them develop their ideas, providing full and honest feedback on their work, and valuing their perspectives and their goals.
- Acknowledging intellectual contributions of other scholars through proper identification and citation of sources.
- Responding to concerns of Academic Misconduct unfailingly and in accordance with the Academic Misconduct Procedure (SR 2.2).

4.2 Students demonstrate their commitment to the values of honesty, trust, fairness respect, responsibility, and courage, and thereby uphold the culture of Academic Integrity by:
- Engaging and valuing opportunities to learn about what Academic Integrity means at NAIT and how they can uphold a culture of Academic Integrity in their studies and research. This includes completing the Academic Integrity module. Valuing and engaging in opportunities to gain new knowledge by taking an active role in course participation.
- Following their Instructor's guidelines and expectations for Assessments.
- Submitting original work and completing individual Assessments independently.
- Being dependable and reliable in their work, participation in the learning environment, and actions.
- Consistently and accurately citing the work of others properly or engaging in the learning process fulsomely to develop this skill.
- Keeping academic materials and intellectual property private and not sharing material with others.
- Completing their Assessments, both individual and group, to the best of their abilities and being accountable to themselves and their learning, as well as their peers, Instructors, and NAIT.

- Seeking help and support when they are struggling or not sure about the expectations.
- Being brave by asking for help when they do not understand the material or expectations, and engaging with their learning and the supports available.
- Choosing behaviour that aligns with Academic Integrity and not engaging in behaviour that constitutes Academic Misconduct. Students will review the Academic Misconduct Procedure to understand what is considered Academic Misconduct at NAIT, (SR 2.1).
- Standing up for what is right, even in adverse situations. If they think someone has committed an Academic Misconduct offence, they alert their Instructor, Chair or Program Leader, or a staff member.

5.0   Academic Misconduct

Academic Misconduct is a serious offence. It diminishes trust and honesty between members of the learning community, reduces the ability of the Instructor to fairly evaluate students' knowledge and skills, erodes the credibility of NAIT's credentials, and compromises the future career and learning opportunities for NAIT graduates. NAIT takes Academic Misconduct seriously and will respond to concerns as outlined in the Academic Misconduct Procedure (SR 2.1).

6.0   Related Documentation
- SR 2.1 Academic Misconduct Procedure
- AD 2.0 Academic Progression Policy
- AD 2.2 Grades Procedure
- IP 1.3 Assessment Procedure

Document History

Date	Action/ Change
November 20, 2023	Academic Council recommended approval of a working policy and procedure with mandatory review brought back to Academic Council in April.