



HELPFUL HINTS ON ACADEMIC

INTEGRITY FOR GAS / TAS

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WHY
SHOULD WE
CARE
ABOUT
ACADEMIC
INTEGRITY?

ACADEMIC HONESTY IS VERY IMPORTANT – THE ASSUMPTION THAT EVERY STUDENT EARNED THEIR DEGREE HONESTLY IS A FOUNDATIONAL PRINCIPLE

UPHOLDING ACADEMIC INTEGRITY UPHOLDS THE VALUE OF EVERYONE'S DEGREE.

GA/TA

Dual Role - STUDENT
AND EMPLOYEE

in a position of trust
and responsibility

privy to confidential
information

from section 3. **Bylaw 33: Student Rights and Freedoms:**

“Respect must be accorded the essentially confidential relationship between the University and its students by preserving to the maximum extent possible the privacy of all records relating to each student. Controlling principles are listed below:

3.1 The official student academic records, supporting documents, and other student files are confidential. They are to be maintained only by authorized members of the University staff employed for that purpose. The above principle of confidentiality is applicable to the records of all Faculty, Departmental and Administrative offices.”



CONFLICT OF INTEREST

- A GA/TA must not have a personal relationship with any student in the class
- Examples:
 - Relative (cousin, aunt, uncle, etc)
 - Girlfriend/Boyfriend/Significant Other – current or former
 - Roommate, housemate
- In a situation such as this, contact the instructor and the Head of Department ASAP.

EXAMPLES OF SITUATIONS INVOLVING ACADEMIC MISCONDUCT

You are marking an assignment and notice that two or more papers are very similar (may be from same or different section, same or different year).

If you are proctoring an exam and you suspect cheating.

If you are marking papers and someone pressures you for a grade or asks you to excuse their first offense of cheating.

WHAT SHOULD YOU DO?

When you suspect academic misconduct, you must report the misconduct to the course instructor (or the supervisor of your GA/TA appointment) and give them any supporting documentation that you may have. (Do not accuse the student of cheating, or deduct marks).

If you think a student is cheating in an exam, try to get another proctor to observe the activity, and report to the instructor.

The course instructor will investigate and decide to either use it as a teachable moment, or file a Form 1 complaint.

OUR ACTIONS ARE GUIDED BY:

Bylaw 31: Academic Integrity;

**Bylaw 54 – Undergraduate Academic Evaluation
Procedures;**

**Bylaw 55: Graduate Academic Evaluation
procedures** **&** **Senate Policy on Conduct of Exams
and Tests**

YOUR RIGHTS AND OBLIGATIONS

*“The obligation of each employee to report safety hazards to supervisory personnel of the Employer and, where reasonable, to take positive measures to correct the same is acknowledged.”
(from Article 18.01 “Health and Safety” of the CUPE 4580 Collective Agreement)*



EXAMPLES OF SITUATIONS

If you are marking papers/assignments/exams and someone threatens you or yells at you.

You must bring it to the attention of the course professor and Head of the Department.



THANK YOU!

- You play an important role as GA/TA
- Your contribution to upholding academic integrity within the University is greatly appreciated.