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Message from the Registrar

The T.A. Marryshow Community College is committed to provide the students, staff, faculty and relevant stakeholders with the best possible academic and practical service. In this regard, the development of the T.A. Marryshow Community College Academic Integrity Handbook and Policy should be seen as a crucial element in the development of a College that provides an unparalleled service.

It is also important to note that the effects of academic dishonesty such as cheating, plagiarism, complicity, computer misuse, misuse of intellectual property, multiple submission and fabrication, can have adverse effects on both the student and the institution.

Therefore, it is imperative that this Policy is understood and respected since it will not only foster and enhance academic integrity but will ultimately promote the College as a respected higher education institution.

It is therefore my pleasure to express appreciation to all those who have assisted in making this Policy a reality. Everyone is therefore urged to read this Policy and Handbook since the College's success in providing quality education depends in large measure upon the collective efforts on the part of students, faculty and staff.

Mrs. Marva Bowen-Neptune
Acting Registrar
T.A. Marryshow Community College

What is Academic Integrity?

The Center for Academic Integrity defines academic integrity as “a commitment, even in the face of adversity, to **five fundamental values: honesty, trust, fairness, respect, and responsibility**”¹. These values are independently defined as:

Honesty:

“An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.”²

Trust:

“An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.”³

Fairness:

“An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators.”⁴

Respect:

“An academic community of integrity recognizes the participatory nature of the learning process and honours and respects a wide range of opinions and ideas.”⁵

¹ Center for Academic Integrity. The Fundamental Values Of Academic Integrity. 1999. pg. 4. Retrieved November 1, 2007 from http://www.academicintegrity.org/fundamental_values_project/pdf/FVProject.pdf.

² Center for Academic Integrity. The Fundamental Values Of Academic Integrity. 1999. pg. 5. Retrieved November 1, 2007 from http://www.academicintegrity.org/fundamental_values_project/pdf/FVProject.pdf.

³ Center for Academic Integrity. The Fundamental Values Of Academic Integrity. 1999. pg. 6. Retrieved November 1, 2007 from http://www.academicintegrity.org/fundamental_values_project/pdf/FVProject.pdf.

⁴ Center for Academic Integrity. The Fundamental Values Of Academic Integrity. 1999. pg. 7. Retrieved November 1, 2007 from http://www.academicintegrity.org/fundamental_values_project/pdf/FVProject.pdf.

⁵ Center for Academic Integrity. The Fundamental Values Of Academic Integrity. 1999. pg. 9. Retrieved November 1, 2007 from http://www.academicintegrity.org/fundamental_values_project/pdf/FVProject.pdf.

Responsibility:

“An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing.”⁶

The Importance of Academic Integrity

Does academic integrity concern me? Should I care about academic integrity? Will I be affected by academic dishonesty? These are just a few of the questions that may be rushing through your mind? There is one simple answer, **“YES”**. There are several reasons why one should practice academic honesty.

- If you are caught engaging in academic dishonesty, your grade for that particular piece of work or even the entire course can be forfeited, you can be suspended or even expelled;
- You will forfeit your chance at obtaining an honest education as well as self development;
- Your self-respect will be lowered and trust violated since pride cannot be obtained or trustful relationships built from dishonest practice.

Honour Code

“As a member of the T.A. Marrayshow Community College, I solemnly pledge that I will not engage in any dishonest academic acts and I understand that violation of this Code will result in disciplinary actions”.

⁶ Center for Academic Integrity. The Fundamental Values Of Academic Integrity. 1999. pg. 9. Retrieved November 1, 2007 from http://www.academicintegrity.org/fundamental_values_project/pdf/FVProject.pdf.

Academic Dishonesty

At this point, you may be asking, have I engaged in any academic dishonesty? To answer your question, consider the following:

- Have you cheated on exams, plagiarized, fabricated, misused computer, misused intellectual property, encouraged another to cheat and/or made multiple submissions? If you answer “Yes” to any of these dishonest acts, then, you have been engaged in academic dishonesty.

Cheating in Examinations

Cheating in examinations involves the use or attempting the use of unauthorized materials which include, but are not limited to, information materials, notes, or study aids during an examination or evaluation. For example, if you copy from another persons’ work, you have committed academic dishonesty.

Guidelines to follow when taking examinations with integrity

- Ensure you know the date, time and location of the examination;
- If you are not the only one taking the examination, ensure that you are in your seat. If not, find it immediately;
- If the examination is not an open book one, you should not enter the examination room with any study notes or guides;
- Once the examination has started, follow all directions as instructed;
- All questions should be directed to the invigilators. Under no circumstance should you communicate with any one except the invigilator;
- Keep your eyes focused to the front and on your examination writing paper;

- If you are aware that someone is looking at your paper, try to avoid this happening as much as possible. You can simply bar your answers with the question paper. Do not ignore the cheating and allow it to continue.
- Do not leave the examination room with any unauthorized materials;
- If you are aware that another student is required to take the same examination, do not provide any information or material to the student(s);
- Do not take an examination for another student or allow that student to take an examination for you;
- Refer to the T.A. Marryshow Community College Examinations Policy and Manual.

Plagiarism

Plagiarism is defined as the intentional or unintentional use of another persons work without acknowledging the work of that person. For example, if you use the exact words from a book without quoting it and acknowledging the author, you have plagiarized. Direct quotations from any source should always be placed in quotation marks.

Sample

Consider the following paragraphs taken from Modules in Social Studies with SBA Guide & CXC Questions by Rampersad Ramsawak and Ralph R. Umran, published by Caribbean Educational Publishers Ltd in 2005 and found on page 201.

“Throughout the history of mankind, people have constantly been on the move, changing places of residence in search of greater comforts and a higher standard of living.”

Assuming that this paragraph wants to be used in an essay consider the following examples.

Example A

Throughout the history of mankind, people have constantly been on the move, changing places of residence in search of greater comforts and a higher standard of living.

This student has plagiarized since the text is used word for word without any quotation marks or reference in example A.

Example B

“Throughout the history of mankind, people have constantly been on the move, changing places of residence in search of greater comforts and a higher standard of living”.

Even though this student used quotation marks, he/she has also plagiarized since the work was not referenced in example B.

Example C

Throughout the history of mankind, people have constantly been on the move, changing places of residence in search of greater comforts and a higher standard of living (Ramsawak and Umraw, 2005: 210).

This student has plagiarized since the paragraph even though is referenced; it is not quoted in example C.

Example D

“Throughout the history of mankind, people have constantly been on the move, changing places of residence in search of greater comforts and a higher standard of living” (Ramsawak and Umraw, 2005: 210).

This student did not plagiarize. Quotation marks and reference have been correctly used in example D.

Example E

Ramsawak and Umraw (2005) summarizes that to increase their living standards and comfort level, individuals have continuously moved from one place to another throughout mankind's history.

This student too has not plagiarized. Instead, the paragraph was written in the student's own words but the authors were acknowledged indicating that this is not the independent thought of the student.

Referencing

Throughout your academic life, you will be required to give information about your sources. This information should be accurate since the reader of the assignment needs to authenticate your work. Providing such information will also enable you to avoid plagiarism.

There are different forms of referencing and although it can be argued that the Harvard method is most widely used, you need to enquire from your lecturer which method is required. The use of the author's last name, publication date and page are usually used in the body of the text. However, a full reference is listed in the bibliography.

The **bibliography** is usually the last page(s) in the assignment and should be done on an independent page. It is also important to note that there are different referencing formats for each type of source.

Example if you are referencing in the body of the text you can either write:

According to Ramsawak and Umraw (2005)

OR

According to (Ramsawak and Umraw, 2005)

If the author is unknown, the following is written:

According to (Anon., 2005)

If you wish to include the page number, the following should be written:

According to (Ramsawak and Umraw 2005, 201)

OR

According to (Ramsawak and Umraw 2005:201)

It is important to note that the referencing style used should be consistent throughout the assignment.

Bibliography

Book

- **Author**
 - Surname should be written first followed by the initial of the forename(s);
 - If there are a maximum of three authors, each should be listed in the order they appear on the book;
 - In excess of three authors, the first should be listed followed by *et al.*
- **Date**
 - This is the date the book was published. It is placed in brackets after the author's name.
- **Title**
 - This is the name of the book usually given in the title page;
 - The first letter of the first word is capitalized as well as any pronoun;
 - The title is either underlined or italicized.
- **Edition**
 - This represents the number of publications of the book. The publication or edition is not included.

- **Publisher**
 - This is person or company that prints the book. The publisher is usually found on the back of the title page.
- **Place of Publication**
 - This is the state or country where the book was published.
- **Page**
 - This is the page(s) used to obtain information from the book.

NB: The authors in the bibliography are always arranged in alphabetical order.

Example:

Ramsawak, R and Umraw, R.R. (2005). *Modules in Social Studies with SBA Guide & CXC Questions*. 4th ed. Caribbean Educational Publishers Ltd: Trinidad. Pg. 201.

OR

Ramsawak, R and Umraw, R.R. (2005). Modules in Social Studies with SBA Guide & CXC Questions. 4th ed. Caribbean Educational Publishers Ltd: Trinidad. Pg. 201.

Journal or article

- **Author**
 - Surname should be written first followed by initial of forename(s);
 - If there are a maximum of three authors, each should be listed in the order they appear on the book;
 - In excess of three authors, the first should be listed followed by *et al.*
- **Date**
 - This is the date the journal or article was published. It is placed in brackets after the author's name.
- **Volume**
 - This is the issue number.

- **Page**
 - This is the page(s) used to obtain information.

Example:

Ramsawak, R and Umraw, R.R. (2005). *History of Migration in the Caribbean*, Vol. 4 No. 4, p. 201.

OR

Ramsawak, R and Umraw, R.R. (2005). History of Migration in the Caribbean, Vol. 4 No. 4, p. 201.

Internet Source

- **Author**
 - Surname should be written first followed by initial of forename(s);
 - If there are a maximum of three authors, each should be listed in the order they appear on the book;
 - In excess of three authors, the first should be listed followed by *et al.*
- **Date**
 - This is the date the information was retrieved from the internet.
- **URL**
 - This is the internet site the information was obtained.

Example:

Thompson, T. (2008). What is outsourcing? Retrieved September 26, 2008 from <http://www.wisegeek.com/what-is-outsourcing.htm>

Guidelines for writing an assignment or paper with integrity

- Ensure that you have the correct assignment. If not, see your Lecturer;
- Ensure that you are aware of the submission format (font, spacing, page number). Again, if you are unsure, see your Lecturer;
- Clarify whether the assignment should be done individually or in a group. If it is a group assignment, do not complete it individually and submit it as a group assignment. If it is not a group assignment, do not complete it as a group and submit it as an individual assignment.
- Proofread your work. Ensure that there are no grammatical errors. If your work is typed, the computer can check your work. If possible, ask another credible person to read your work;
- Ensure that you have correctly referenced your work. If you are not certain, seek advice from your Lecturer or this Policy. You can also visit www.citationmachine.net which will provide a variety of referencing styles. Remember, ensure that you reference your work according to the style requested by your Lecturer;
- Ensure that your bibliography is correctly written. If you are unsure, see your Lecturer or this Policy;
- Ensure that you present your work as requested, that is, stapled together or in a folder.

Fabrication and Obstruction

Submitting work from false or invented information constitutes fabrication. Therefore, you should ensure that all work submitted can be verified. Again, the importance of referencing your work is emphasized.

As students, you might be tempted to conceal another student's work. This may be done intentionally or unintentionally, but this constitutes obstruction. You are preventing that student from using his or her resources at will, and this should not be practised.

Common fabrication and obstruction practices

- Presenting work that cannot be verified;
- Conducting of surveys for example, answering questionnaires individually as opposed to distributing them;
- Hiding student notes, laptops, resource materials, etc.
- Playing games on the computer when students need to use the said computer to complete assignments or research;
- Chatting online when students need to use the said computer to complete assignments or research;

Complicity

This is basically assisting or attempting to assist another person to commit academic dishonesty.

Common complicity practices

- Allowing another student to copy from your work;
- Providing materials to another student to commit academic dishonesty;
- Providing information about an examination or an assignment to another student who is about to complete the same examination/assignment;
- Providing answers during examination to another student by acknowledged signs. Example using different parts of your face to represent different answer letters in multiple choice questions.

Multiple Submissions

As the name implies, multiple submission is submitting the same assignment for different courses. Example, you are taking a course in Semester 1 in Management of Business and are expected to conduct an analysis of the financial statements of Company Y. In Semester 2, you are taking a course in Accounting and are also expected to conduct an analysis of the financial statements of the same Company Y. You may be tempted to or even submit the same piece of work to be corrected. If you did, that is, without the permission of the Lecturer, you are guilty of multiple submissions. In essence, if you are thinking about submitting the same assignment for different courses, you need to request permission from the Lecturer requesting the assignment before submission. However, it is important to note that an assignment can only be submitted twice. Under no circumstance(s) should the same assignment be submitted on three (3) or more occasions.

Computer Misuse

Computer misuse involves violating the rules as set forth in the Information Technology (IT) Policy of the College whether for legal or illegal purposes. Please see the IT Policy or download it from the College's website at www.tamcc.edu.gd.

Misuse of Intellectual Property

Intellectual property includes copyright, trademarks, trade secrets, inventions etc.

Therefore, if you reproduce CAPE, GCE and or Pitman's examination papers without permission from CXC, Cambridge or City and Guilds, you are guilty of misusing intellectual property.

Reasons for Academic Dishonesty

Academic dishonesty may be committed for several reasons. Some of these include but are not limited to:

- Pressure to get good grades;
- Lack of research skills;
- Inability to cite properly;
- Challenging the system to prove you can get away with it;
- Inability to paraphrase;
- Domestic pressures;
- Lack of good study skills;
- Misconception of academic dishonesty;
- Poor time management and organizational skills;
- Been unprepared;
- Academic dishonesty offers an easy way out as opposed to studying;
- Belief that it is okay to do because everybody does it.

Faculty Aid in Academic Honesty

Faculty should always strive to provide an atmosphere that fosters and facilitates excellence in student achievement and learning.

This could be achieved by but is not limited to:

- Encouraging students to adhere to the standards of the Policy;
- Avoid plagiarism when delivering notes especially via handouts;
- Build into lesson plan discussions on expectations, activities to raise awareness of unacceptable behavior and how to avoid them and how to conduct proper research;
- Respecting the confidential nature of student-teacher relationship;
- Ensuring that all evaluations and assessments conducted reflect the true merit of the student;
- Providing clear instructions on all materials required for submission by the student;
- Designing examinations to reflect the content that was taught to the students;
- Avoiding favoritism and treating all students fairly and with respect;
- Conducting examinations as per the guidelines in the College's Examinations Policy and where applicable in addition to the Policy, the guidelines of the external examination body such as the Caribbean Examinations Council, Cambridge or City and Guilds;
- Reporting all Academic Dishonesty to the appropriate authority.

Sanctions for Academic Dishonesty

In the case of academic dishonesty, the Dean will impose the following sanctions:

1. For a first offence, a minimum sanction of zero will be imposed on the work in question.
2. For a second offence (whether committed in that or another course), the student shall receive a minimum disciplinary action which includes:
 - a. Reprimand – oral or written disapproval issued to the student.
 - b. Restrictions – Exclusions from enjoying or participating in social activities, or from holding office in the College clubs or organizations.
 - c. Restitution – Reimbursement for damage of misappropriation of property; this may take the form of appropriate service or other compensation.
 - d. Community Service – Assignment to work a specific number of hours at or through a community service agency.
 - e. Additional sanctioning options – Other appropriate sanctions may be utilized as agreed to by the parties to a case and administered by the Dean and Judicial Officer.
 - f. Disciplinary Probation – Notice to the student that any further major disciplinary violations may result in suspension; this action might also include, but not be limited to the following: the setting of restrictions on social activities, the issuing of a reprimand, restitution, and or community service.
3. For a third offence committed by the student the case shall be brought before the Judicial Board for disciplinary action.

A student, who has recorded three clear instances of academic dishonesty in a programme, may not be awarded an Associate Degree or Certificate.

Academic Dishonesty - Appeal

A student wishing to appeal a case of academic dishonesty may start with procedure (1) below.

A faculty member who believes that a student should be subject to academic dishonesty may start the procedure with (2) below.

1. After sending a formal appeal to the Registrar's Office, the Registrar may schedule a meeting with the course Instructor and the student two weeks after grades have been posted at which point the issue can be resolved immediately.
2. If academic dishonesty of a student is suspected by an Instructor, that Instructor should notify the Chair of the respective department after which the student will be invited to a meeting two weeks after grades have been posted.
3. In the absence of the course Instructor, the student shall notify the Chair of the department through the Registrar, requesting the meeting.
4. If the matter is not resolved with the Registrar, that student can appeal via a written letter to the Dean of the Department one week after the decision was made.
5. After receipt of the letter by the Dean, he/she shall within one week notify all interested parties to make a decision.
6. A final decision will be made by the Academic Board within two weeks after the decision of the Dean should the student still not be satisfied.

Bibliography

Center for Academic Integrity. The Fundamental Values of Academic Integrity. 1999. pgs. 4 - 9. Retrieved November 1, 2007 from http://www.academicintegrity.org/fundamental_values_project/pdf/FVProject.pdf

Ramsawak, R and Umraw, R.R. (2005). *Modules in Social Studies with SBA Guide & CXC Questions*. 4th ed. Caribbean Educational Publishers Ltd: Trinidad. Pg. 201.