

ACADEMIC INTEGRITY POLICY

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GUIDING DOCUMENT(S) By-law 2021-2, s.3.1, 1.1(uu) Good Character and Good Conduct Regulation Licensee Conduct Policy Assessment and Grading Policy	DOCUMENT TYPE Public interest Internal/External
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PURPOSE

To ensure licensees enrolled in the College of Immigration and Citizenship Consultants (“the College”) education Programs, or Candidates for Examinations at the College meet the high standards of Academic Integrity set by the College in all academic and learning matters. This policy describes guidelines on the procedures to be followed when a licensee or Candidate has violated Academic Integrity.

OBJECTIVE

The objective of this policy is to ensure that a climate or conditions which may enable Cheating, Plagiarism, misrepresentation or unfairness will not be tolerated.

APPLICATION AND SCOPE

This policy applies to all licensees enrolled in Programs or Courses, or Candidates for Examinations offered by the College.

INTRODUCTION

Academic Integrity and honesty are important aspects of the learning process. Licensees must assume responsibility for the measure of Academic Integrity appropriate to their role as licensees and Candidates.

DEFINITIONS

In this policy, capitalized terms, unless otherwise defined herein, have the same meaning as they do in the By-law and/or Regulations.

Academic Integrity – The College supports the International Center for Academic Integrity’s definition of Academic Integrity as acting in all academic matters with honesty, trust, fairness, respect, responsibility, and courage. [*intégrité académique*]

Assessment – Refers to any form of licensee activity in a Course or Program, where a grade is to be granted. [*évaluation*]

Candidate – Refers to an individual who is registered for an Examination. [*candidat*]

Cheating – Obtaining or attempting to obtain, or aiding another to obtain, credit for work or improvement in Assessment of performance or Examination by dishonest or deceptive means. This includes education work completed by a third party on behalf of the licensee or Candidate and submitted for credit. [*tricherie*]

Conduct – Manner in which an individual behaves especially in a particular context such as a learning environment. [*conduite*]

Course – A set of classes or a plan of study on a particular subject. Courses may be offered online, face-to-face or as a combination of the two. [*cours*]

Examination – any high stakes exam or Examination that results in a class of licence. [*examen*]

Falsify – To forge documentation (ex. medical records, education work not completed by the licensee, etc.) to gain an academic advantage. [*falsifier*]

Impersonate – To take an Assessment, Examination or test on another individual’s behalf, with their knowledge and consent. [*usurper l’identité*]

Reporting Licensee Conduct – a licensee’s or Candidate’s moral, ethical and professional duty to report to the College any instance(s) of a fellow licensee’s or Candidate’s violation of the Code of Professional Conduct or any other applicable regulation or policy. [*signalement de la conduite d’un titulaire de permis*]

Plagiarism – Using another individual’s work (ex. words, images, logic, phrases, etc.) and presenting it as one’s own, without properly citing the source. [*plagiat*]

Program – A course of study, typically comprised of multiple Courses. [*programme*]

Supplemental Activity – An additional form of Assessment, subject to the decision of the Progress Review Panel (PRP), that may be approved for a licensee who was not successful on the initial Course or Program Assessment. [*activité complémentaire*]

Violation – refers to the act of doing something that is not allowed by rule, Regulation, By-law, policy or law. [*infraction*]

1. POLICY REQUIREMENTS

General

- 1.1 The College has an obligation to ensure that a climate which may encourage, or conditions which may enable, Cheating, Plagiarism, misrepresentation or unfairness will not be tolerated.
- 1.2 Seeking credit or other advantages by fraud or misrepresentation or seeking to disadvantage others by disruptive behaviour is unacceptable, as is any dishonesty or unfairness in dealing with the work of a licensee or Candidate.
- 1.3 To ensure the integrity of the Assessment process, it is not necessary for all licensees to be tested on the same questions, case studies or other Assessment material.

2. VIOLATIONS PROHIBITED UNDER THIS POLICY

- 2.1 The Violations described are not intended to be exhaustive, but to provide reasonable guidance to licensees, instructors, mentors and College staff. Violations may consist of a single act, repeated acts, or form part of a pattern of behaviour that, as a whole, constitutes a Violation.
- 2.2 This shall be a Violation of this policy for licensees or Candidates to knowingly:
 - i. forge, or in any other way, alter or Falsify any document or evidence required by the College, or to utter, circulate or make use of any such forged, altered or Falsified document, in print or electronic form;
 - ii. use or possess an unauthorized aid or aids or obtain unauthorized assistance in any assignment, Assessment, Examination or test or, in connection with any other form of education work;

- iii. Impersonate another person, or have another person Impersonate another, at any assignment, Assessment, Examination or test, or in connection with any other form of education work;
- iv. represent as one's own any idea or expression of an idea or work of another in any assignment, Assessment, Examination or test, or in connection with any other form of education work (i.e., to commit Plagiarism).
- v. submit, without the knowledge and approval of the instructor, mentor or designate to whom it is submitted, any education work for which credit has previously been obtained or is being sought in another Course or Program of study at the College or elsewhere;
- vi. submit any education work containing a purported statement of fact or reference to a source which has been concocted.
- vii. give or receive assistance in answering questions during an Assessment, Activity or Examination.
- viii. give or gain access to Assessment or Examination questions before or after an Assessment or Examination.
- ix. reproduce Assessment or Examination content in any manner.
- x. disclose Assessment or Examination items to others.

2.3 This shall be a Violation of this policy for an instructor, mentor or designate responsible for grading Assessments or Examinations to knowingly:

- i. approve any of the previously described Violations in section 2.2;
- ii. assess education work by a licensee by reference to any criterion that does not relate to its merit, the time it is to be submitted, or the manner it is to be performed.

3. REPORTING LICENSEE CONDUCT

- 3.1 Licensees must meet all professional behaviour standards as set out in the *Code of Professional Conduct for College of Immigration and Citizenship Consultants Licensees* (Code).
- 3.2 If a licensee or Candidate has knowledge of or suspects that a fellow licensee or Candidate has violated or is violating or attempting to violate by engaging in any

of the Conduct outlined in the Code or any applicable regulations and policies the licensee or Candidate has a professional and ethical duty to report the licensee's or Candidate's Conduct to the College immediately.

- 3.3 A licensee or Candidate who fails to report a fellow licensee's or Candidate's Violation of the Code or any applicable regulations or policies is subject to expulsion from the education Program, Course or removal from the Examinations.

4. REMEDIES AND PENALTIES

- 4.1 If an instance of academic dishonesty is upheld against a licensee by the Director of Professional Standards, Research, Education and Policy, they must impose one or more of the following sanctions:
- i. Direct that a piece of work be re-submitted;
 - ii. Enter a grade reduction for the piece of work in question or enter a grade of 'F' for the piece of work in question;
 - iii. Enter a grade reduction in the Course or enter a grade of 'F' for the Course or Program;
 - iv. Enter a failing grade and deny eligibility for a Supplemental Activity or any other Assessment exercise for the Course or Program;
 - v. Impose the obligation to take and pass Courses (up to 15 hours of instruction), in addition to the total number of Courses required by the licensee's Program;
 - vi. Refer the matter to the Department of Registration where the Conduct may be investigated and may affect the licensee's or Candidate's ability to meet ongoing Good Character, Good Conduct obligations.
 - vii. Order the expulsion of the licensee from the education Program.
 - viii. Invalidate a Candidate's Examination results.
 - ix. Terminate the Candidate's participation in the Examination.

5. DECISIONS

- 5.1 The standard of proof which must be met for any instance of academic dishonesty to be upheld under this Policy is that of the “preponderance of evidence”, meaning that the Director of Professional Standards, Research, Education and Policy must establish that their version of the facts is more probable than the alternative(s).

APPROVAL AND REVIEW

Version	Details <i>If relevant, add notes to alert readers about the modifications to the document (e.g., updated wording)</i>	Approval Authority	Date
Original Approval	Definitions of Candidate, Examination, Reporting Licensee Conduct and Violation added; Section 2 expanded to include Examination-specific examples of Violations; Section 3 added; Section 4.1 (vii to xi) added; Update of naming conventions for internal Departments.	Board of Directors	10/03/2023