UBC School of Nursing Policy	**Approval Date**: July 2002
	Date of last revision: July 2020
Title: Plagiarism	
Responsible Executive: Associate Directors, Undergraduate Program & Graduate Program	

Purpose:

The School of Nursing (SoN) is committed to supporting students to uphold academic honesty within their undergraduate and graduate education. All UBC students are expected to act as honest and responsible members of an academic community, wherein any breach of the policies, principles, rules and guidelines may result in disciplinary action (UBC Calendar Academic Honesty and Standards http://www.calendar.ubc.ca/vancouver). Students uphold academic honesty by informing themselves of the guidelines of acceptable and non-acceptable conduct for academic course assignments in the School of Nursing.

Scope of Application:

Academic misconduct represents any act or instance of engaging in, attempting to engage in, or assisting others to engage, in any of the actions described below. This policy outlines one form of academic misconduct: **plagiarism**, defined as: "intellectual theft, and occurs where an individual submits or presents the oral or written work of another person as his or her own" http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,959

Other forms of academic misconduct are described within the UBC Calendar http://www.calendar.ubc.ca/vancouver

The School of Nursing supports the University's position that plagiarism represents academic misconduct of a serious nature. Students and faculty are directed to the UBC Calendar for information regarding the University's Plagiarism Guidelines about plagiarism and accompanying academic consequences.

Policy:

All actions of plagiarism have an automatic consequence or penalty. Both students and faculty are responsible and accountable for understanding university policy. Student and faculty discussion about this issue is encouraged throughout all our programs.

To facilitate resolution, the SON faculty uses the following Levels of Plagiarism to determine appropriate action:

Level One - Poor Scholarship

Students may have not had the opportunity to learn the principles and practices of scholarly and academic writing, such as those outlined by APA (https://www.youtube.com/watch?v=Q53LN4HW16I).

In such situations, students produce poor scholarship which is considered a lower level of plagiarism, and will be dealt with in a supportive manner to facilitate the student's learning about principles of scholarly integrity in writing. Poor scholarship is typically defined as:

o Inadequate attention paid to and incomplete citation and referencing
o Misrepresentation or no appropriate representation of the ideas of others.
o Inaccurate or non-acknowledgement of published material, web content and other sources.
o Disconnected and incoherent writing that may reflect integration of sources and references being cited as the student's own original work without proper citation, or that the work was written by several students.

Process: Faculty will request to meet with the student to advise them of how their writing reflects *Level 1 Poor Scholarship* and to avoid *Level Two: Evidence of Plagiarism*. The conversation record can include written faculty feedback on the student's work and should reflect the student's understanding of the discussion. The record will then be placed on the student's file. Program specific processes include:

• If the student is in the Undergraduate program, the Student Services Office (SS0) will forward the record of conversation to the Associate Director Undergraduate Program.

• If the student is part of the Faculty of Graduate and Post-Doctoral Studies (G+PS), the SSO will forward the record of conversation to the student's advisor/ supervisor, the student's program coordinator, and to the G+PS Dean.

• If the student's home program is external to the School of Nursing (e.g. taking an Undergraduate NURS Elective or part of a professional graduate program) the SSO will forward a record of the conversation to the student's home faculty.

Faculty may approach Program Coordinators/program Associate Directors for discussion, advisement, and consequence/penalty decision-making purposes. Faculty may impose penalties such as marks deduction for general poor formatting, citation, referencing, or writing coherence and accuracy.

Level Two – Evidence of Plagiarism

Level 2 reflects more than inadequate citation, writing, referencing and representation of sources; it can constitute more serious academic misconduct. SON Faculty will consult with Program Coordinators, Program Associate Directors or the Director for discussion, advisement, and consequence/penalty decision-making purposes. Faculty may impose penalties such as marks deduction reflecting the degree of plagiarism. Course leaders and/or program coordinators may be consulted on decision making about the paper grade, potentially receiving a failure or a zero. To support and protect the student's right to appeal the Level 2 plagiarism, the SON Director (or designate) will be involved to discuss, advise, and guide decision-making.

When evidence of plagiarism has been confirmed, faculty must engage the Director (or designate) who will meet with the student to explain the decision and consequences. The conversation record will be placed in the student's file and outlines the discussion and that document student's understanding. The conversation record can include written faculty feedback.

• If the student is in the Undergraduate program, the Student Services Office (SS0) will also forward the record of conversation to the Undergraduate Program Associate Director.

- If the student is part of the Faculty of Graduate and Post-Doctoral Studies, a full report of the situation must be submitted to the G+PS Dean who will also meet with the student. The SSO will also forward the record of conversation to the student's advisor/ supervisor and the student's program coordinator.

- If the student's home program is external to the School of Nursing (e.g. taking an Undergraduate NURS Electives or part of a professional graduate program) the SSO will forward a record of the conversation to the student's home faculty.

Level Three – Significant Academic Penalty

Upon review of the written assignment, the Director (or designate), determines there is evidence of plagiarism that warrants a level of academic penalty that may include suspension from the University. Academic penalty consequences are to be forwarded by the Director to the Office of the Dean, who will review the case and submit recommendations to the President's Advisory Committee on Student Discipline. The course leader will notify the appropriate program Associate Director in preparation to escalate the matter to the:

- Director if the student is in the Undergraduate program

- Dean of G+PS if the student is part of the Faculty of Graduate and Post-Doctoral Studies

- Dean/ Director of the student's home program for student's external to the School of Nursing (e.g. taking an Undergraduate NURS Elective or part of a professional graduate program)

For an academic penalty, the student is entitled to appeal to the Senate Committee on Appeals on Academic Discipline https://senate.ubc.ca/vancouver/committees/discipline

The conversation record must include all conversations/meetings and related actions. This record will be placed in the student's file, and outlines the discussion and documents student's understanding of the case.

Anti-Plagiarism Resources:

o American Psychological Association Style Guide: https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism
o Chapman Learning Commons: Irving K. Barber Learning Centre: https://learningcommons.ubc.ca/resource-guides/understand-academic-integrity/
o UBC Library: https://guides.library.ubc.ca/tutorial-lfs/citing/plagiarism
o Plagiarism can include but are not limited to the following examples:

- Copying entire works or blocks of material from another source such as journals, articles, books, other students' work, the Internet, and presenting it as one's original work.
- Submitting the same work (i.e. one's own) for two different assignments, even if the assignments were carried out at different institutions
- Taking phrases or sentences from other sources and putting them together in an essay/paper presented as one's own
- Paraphrasing or rephrasing the words of others into one's own work without citing or referencing the original source(s) (https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism

- Using another person's idea without one's own added critical analysis and without proper citation and/or referencing
- Submitting work with inaccurate in-text citations and/or incomplete references/bibliographies