

**REGULATION 12 - REGULATION ON ACADEMIC PLAGIARISM OR FRAUD FOR UNIVERSITÉ DU QUÉBEC EN ABITIBI-TÉMISCAMINGUE STUDENTS**

ADOPTED 372-S-CA-4010 (29-11-2016)

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**NOTE: The French version is the official version. In case of discrepancy, the French version shall prevail.**

The French version of "Règlement sur le plagiat ou la fraude pour les étudiantes et les étudiants de l'Université du Québec en Abitibi-Témiscamingue" adopted on November 29, 2016 (372-S-CA-4010), including any subsequent amendments duly adopted by the UQAT's Board of Directors, is the official version. In case of any discrepancy between the French and English versions, the French version shall prevail.

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## 1. PREAMBLE

This Regulation on Academic Plagiarism and Fraud sets forth the rules and procedures to be followed when a student enrolled at Université du Québec en Abitibi-Témiscamingue (UQAT) commits an act of plagiarism, fraud or plagiarism and fraud. The rules apply to university-level assignments and official school documents.

This Regulation includes specific definitions of various terms used herein, a list of acts of plagiarism, fraud or plagiarism and fraud, a list of possible penalties, the composition of the Departmental Disciplinary Committee and Institutional Disciplinary Committee, as well as general provisions and procedures that apply in such circumstances.

## 2. DEFINITIONS

**Assignment:** All forms of written and oral evaluation (individual or group) provided for in the course outline.

**Counterfeit:** Reproducing by imitation.

**Expulsion:** Dismissal from UQAT; impossibility to pursue studies in any programs offered at UQAT, for one or more terms, for a maximum of five (5) years.

**Falsification:** Manipulating the content of a text or authenticity of a document, with the purpose to mislead.

**Fraud:** Committing an act with the intent to deceive by violating the law or regulations.

**Paraphrasing:** Making a statement using another form, repeating an author's meaning using different words.

**Plagiarism:** The act of passing the words or ideas of other authors off as one's own.

**Probation:** Period during which a student under probation must not be found guilty of an act of plagiarism, fraud or plagiarism and fraud recurrence or another act of plagiarism, fraud or plagiarism and fraud for that matter.

**Recurrence:** Action of committing an act of plagiarism, fraud or plagiarism and fraud of the same nature after having been condemned once for the same act.

**Reprimand:** Official reproof communicated to a student; a note is placed in the student's record indicating that a regulation has been violated.

**Self-plagiarism:** Reusing excerpts of texts of which one is the author in other assignments.

**Suspension:** Temporary interdiction to carry out an activity or function as a disciplinary measure; interdiction to pursue the program in which the student concerned is enrolled, but possibility to enroll in another program offered at UQAT.

**Teamwork:** Assignment realized by two (2) or more persons responsible for the overall document to be handed in.

**Working day:** Weekdays, from Monday to Friday, with the exception of weekends and public holidays.

### 3. VIOLATIONS

The following are considered plagiarism or fraud:

- a. Reproducing part of an author's text, or part of the work of an artist, regardless of the form and without providing references, or reproducing part of another student's assignment;
- b. Copying off or reproducing in whole or in part excerpts of texts from a website, without providing references, their source and the site address;
- c. Paraphrasing or summarizing a text, that is, copying someone else's text using different words, but keeping the same meaning, without providing references, their source and, where applicable, the website address;
- d. Reusing, in whole or in part, an assignment submitted previously to an individual teaching a course (self-plagiarism);
- e. Copying off or attempting to copy off a classmate in any way during a test, an individual assignment or group assignment, or exam;
- f. Fraudulently attempting to determine or disclose questions or answers in an exam or test;
- g. Presenting the same assignment, or part of an assignment, or a paraphrased text to different course instructors without receiving prior written approval to do so from every course instructor in question;
- h. Using another person's assignments or exams, or have one's assignments written by another person or a company, or using written texts and work available on websites;
- i. Counterfeiting, fabricating, modifying, altering, falsifying or seeking to falsify documents or research data for an assignment or an exam, for an activity to be evaluated, a placement or practicum report, a supervised assignment, a doctoral dissertation or a master's thesis;
- j. Counterfeiting, fabricating, modifying, altering, falsifying or seeking to falsify official academic documents (admission, school records, registration forms, proof of document transmission, etc.);

- k. Having in one's possession unauthorized documents, equipment, instruments or materials in class or during an exam;
- l. Transmitting, to a third party, a document fabricated in a way that it may give the appearance that it originates from UQAT<sup>1</sup>;
- m. Getting unauthorized assistance to carry out an assignment or evaluation<sup>1</sup>;
- n. Substituting for another person for writing an exam, making an oral presentation or carrying out an academic activity to be evaluated<sup>1</sup>;
- o. Having someone substitute for oneself for writing an exam, making an oral presentation or carrying out an academic activity to be evaluated<sup>1</sup>;
- p. Modifying, without authorization, a document already submitted for evaluation, with the intent to make corrections or additions likely to mislead the person responsible for conducting an academic activity and for evaluating or supervising the student<sup>1</sup>.

#### 4. PENALTIES

The level of severity of a first act of plagiarism, fraud or plagiarism and fraud is assessed to determine the appropriate penalty. If the act is of negligible importance, the student may be imposed a term of probation; in the case of violation recurrence, a more severe penalty may be imposed on the student.

In the case of teamwork, all team members participating, either directly or indirectly, in an act of plagiarism, fraud or plagiarism and fraud are imposed a penalty expressly provided for in this Regulation. For the purpose of this Regulation, participation means collaborating actively in an act of plagiarism, fraud or plagiarism and fraud, becoming aware of it, or suspecting an act of plagiarism, fraud or plagiarism and fraud without reporting it. In the case of team members who did not participate in the violation: their files will be evaluated separately by the appropriate committee.

Students or group of students committing an act of plagiarism, fraud or plagiarism and fraud may be imposed one or several of the following penalties, indicated in writing on their student record. The following penalties are not listed according to a rating scale, and must be selected according to the level of violation severity.

- a) Reprimand;
- b) Probation;
- c) Obligation to repeat the assignment or part of the assignment for which a violation was determined, and the possibility of having a limit imposed on the grade earned for the assignment;

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<sup>1</sup> From the *Règlement disciplinaire à l'intention des étudiants de l'Université Laval* (French only).

- d) Obligation to rewrite an exam or abide by a different evaluation method;
- e) Obligation to rewrite one's comprehensive doctoral examination;
- f) Dismissal for major correction made to a doctoral dissertation or master's thesis;
- g) A score of zero on the part of the assignment in question, or on the assignment as a whole;
- h) A fail grade for the exam (or comparable evaluation method);
- i) A fail grade for the course in question;
- j) A fail grade for the comprehensive doctoral examination;
- k) Rejection of doctoral dissertation or master's thesis;
- l) Suspension from the program for one or more terms, for a period not exceeding twenty-four (24) months;
- m) Expulsion from UQAT, for one or more terms, up to a maximum of five (5) years (expulsion is ordered by UQAT's Board of Directors);
- n) Withdrawal of the degree, diploma, certificate or attestation of studies awarded by UQAT (this decision is made by the UQAT's Board of Directors).

The Institutional Disciplinary Committee may decide that any student subjected to a penalty may be denied the opportunity to sit on UQAT's decision-making bodies, and any other UQAT committees, for a period of five (5) years.

## **5. COMMITTEE COMPOSITION**

Two (2) committees may be set up to process cases of plagiarism, fraud or plagiarism and fraud: the Departmental Disciplinary Committee and the Institutional Disciplinary Committee.

## **6. DEPARTMENTAL DISCIPLINARY COMMITTEE**

The director<sup>2</sup> of the teaching and research unit, school or institute concerned and the Academic Dean, or their representative<sup>3</sup>, constitute the Departmental Disciplinary Committee; the Committee meets when a complaint is lodged.

If the Departmental Disciplinary Committee fails to reach a unanimous decision, the matter is referred to the Vice-Rector (Academics, Research, and Creation), who may make a decision, or refer the matter to the Institutional Disciplinary Committee.

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<sup>2</sup> Or Co-Director, in the case of shared directorship

<sup>3</sup> The Academic Dean can be represented by a professor in a department that is not involved in the complaint.

If a student appeals the decision of the Departmental Disciplinary Committee or that of the Vice-Rector (Academics, Research, and Creation), their case is referred to the Secretary General, who in turn submits it to the Institutional Disciplinary Committee.

## **7. INSTITUTIONAL DISCIPLINARY COMMITTEE**

In the case of a program-related final evaluation (end-of-course practicum report, essay, end-of course summary activity report, master's thesis, or doctoral dissertation) or a major violation, the case is referred directly to the Institutional Disciplinary Committee.

The Institutional Disciplinary Committee is composed of the following members:

- Vice-Rector (Academics, Research, and Creation), or the person designated to represent them, who chairs the Committee;
- A professor or sessional lecturer, appointed by the Executive Committee upon recommendation of the Office of the Vice-Rector (Academics, Research, and Creation);
- A professor appointed by the Executive Committee upon recommendation of the Office of the Vice-Rector (Academics, Research, and Creation);
- Two (2) students, one of which is a member of the executive of the General Student Association, both appointed by the General Student Association, which must make these appointments within ten (10) days following receipt of a request for review; after that deadline, UQAT's Executive Committee may appoint the two students, upon recommendation of the Office of the Vice-Rector (Academics, Research, and Creation);
- The Secretary General, or the person designated to represent them, who acts as committee Secretary without the right to vote.

In addition, one professor, one sessional lecturer and one student are appointed as substitute members by the decision-making bodies appointing regular Committee members.

The members of the Institutional Disciplinary Committee are appointed for a term of two (2) years; this term is renewable.

## **8. GENERAL PROVISIONS**

- a. Any violation within the meaning of article 3 of this Regulation must be disclosed in writing, using the form provided for this purpose, by the individual teaching the course or by any other person (e.g. an exam supervisor or marker), to the director of the teaching and research unit, school or institute concerned within fifteen (15) working days of becoming aware of the violation, with a duplicate copy to the Office of the Academic Dean. The form must be signed and accompanied by all the documents and body of evidence required to conduct an investigation and render a

decision. An individual teaching a course may seek advice from colleagues and have them read the student's assignment when they have reason to believe that a violation was committed. The director of the teaching and research unit, school or institute concerned notifies the student in writing and sends them a copy of the report and supporting documents.

- b. An examination supervisor or marker who has reasonable grounds to believe that a student committed a violation within the meaning of this Regulation's article 3 must notify the individual teaching the course at once and present them with the body of evidence. The course instructor must then follow the procedure defined in article 6 a) of this Regulation.
- c. In the case of an evaluation procedure by a jury, any member of the jury or any witness, as the case may be, who has reasonable grounds to believe that the student under evaluation committed a violation as defined in article 3 of this Regulation must notify the Office of the Secretary General in writing. This causes the evaluation of the student's research or practicum/placement report, summary examination, master's thesis or doctoral dissertation to be suspended. Once the file is forwarded to the Office of the Secretary General, this office convenes the Institutional Disciplinary Committee.
- d. It is the responsibility of every jury member to mention it soonest when suspecting an act of plagiarism or fraud, to prevent it from being raised only during the student's defense.
- e. Course instructors who do not report serious acts of plagiarism or fraud may face disciplinary measures.
- f. When a student accused of an act of plagiarism or fraud and the decision is pending, they have the right to pursue their studies until a decision is rendered by the Departmental Disciplinary Committee, the Vice-Rector (Academics, Research, and Creation), the Institutional Disciplinary Committee, or the Board of Directors, as appropriate.
- g. At every point in the process, the student in question is informed of the progress made via their UQAT email address (or by regular mail). If they request it, the student has the right to be heard by the Committee reviewing their file. Where appropriate, the student may be accompanied by a representative of the General Student Association, who has no speaking rights. If the student is unable to appear in person before the Committee they are provided with a form upon which they may submit additional information, enabling them to be heard by the Committee in writing.
- h. In deciding the penalty to impose, the Departmental Disciplinary Committee or, as the case may be, the Institutional Disciplinary Committee, or the Board of Directors must consider the nature of the act committed and, if applicable, the number of similar acts already committed (cases of recurrence) by the student in question.
- i. With the exception of violations in connection with end-of-studies or integration activities and projects, placements in organizations, placement or practicum reports, essays, master's theses, and doctoral dissertations, reports of possible violations must be made within a five (5) year

period; this time limit also applies to students who have already graduated.

- j. At the end of each university year, the Academic Dean must submit a report listing all cases of plagiarism and fraud to the Academic Commission.

## 9. PROCEDURES<sup>4</sup>

### 9.1 Departmental Disciplinary Committee

The Departmental Disciplinary Committee reviews the case within fifteen (15) working days of receipt of the report submitted by the individual teaching the course or the person who witnessed the violation, checks with the Office of the Secretary General (registry of penalties); the Committee may meet with the student and the individual teaching the course, if they so request. The Committee then issues in writing one of the following decisions:

- i. The complaint is deemed inadmissible;
- ii. No violation within the meaning of article 3 of this Regulation was committed; or
- iii. A violation within the meaning of article 3 of this Regulation was committed, leading to the imposition of one of the penalties defined in article 4.

On behalf of the Departmental Disciplinary Committee, the director of the research and teaching unit, school or institute in question communicates the decision in writing to the student, to the individual teaching the course, and to the Office of the Registrar, in order that the decision may be indicated in the student's record, and to the Office of the Secretary General (unless the complaint was deemed inadmissible). The Academic Dean must be sent a copy of each decision that has been forwarded. A copy of the report is kept by the Office of the Academic Dean.

- a) If the members of the Departmental Disciplinary Committee are unable to reach a unanimous decision, the case is referred to the Vice-Rector (Academics, Research, and Creation). The Vice-Rector may make a decision or submit it to the Office of the Secretary General, who must convene the Institutional Disciplinary Committee.
- b) If the director of the teaching and research unit, school or institute is the person who reported the violation, or if they teach the student in question, they must be replaced by another professor in the department; this person is chosen by the Academic Dean.
- c) The student has the right to appeal in writing, using the form provided for the purpose, to the Office of the Secretary General within ten (10) working days of the date the decision made by the director of the teaching and research unit, school or institute concerned is sent. The Secretary General must review the request for an appeal and convene the Institutional Disciplinary

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<sup>4</sup> This procedure is suspended from July 1st to 31st each year.



Committee within fifteen (15) working days. Unless a defect of form or procedure is committed, or the Regulation not respected, the Secretary General does not have authority to quash a decision made initially by the Departmental Disciplinary Committee.

- d) In all cases where a request for grade review is received, and if it can be demonstrated that the request raises an issue of plagiarism, fraud or plagiarism and fraud, examination of that request is suspended and the case referred to the Departmental Disciplinary Committee, the Institutional Disciplinary Committee or the Board of Directors, as appropriate.
- e) If the violation is specific to a particular course, a grade of "R" is temporarily given to the student, and sent to the Office of the Registrar for the course in question, as long as the Departmental Disciplinary Committee, the Institutional Disciplinary Committee or the Board of Directors, where applicable, has not issued a decision. When a decision is issued, the "R" grade is changed accordingly.
- f) The Departmental Disciplinary Committee always meets in camera. All information discussed in camera remains confidential.

## 9.2 Institutional Disciplinary Committee

- a. In cases where the Departmental Disciplinary Committee has referred a file to the Institutional Disciplinary Committee, or appeal of a decision, the Departmental Disciplinary Committee sends the violation report, all documents, and its written comments to the Secretary General. The director of the teaching and research unit, school or institute in question must advise the student accordingly in writing.
- b. If the violation is specific to a particular course, none of the student's grades obtained in this course are sent to the Office of the Registrar prior to the Disciplinary Committee's review of the file.
- c. The Secretary General convenes the Institutional Disciplinary Committee as soon as possible to review the file and issue a decision, under the chairmanship of the Office of the Vice-Rector (Academics, Research, and Creation). The Secretary General also communicates the date, time and place of the meeting to the following persons:
  - The student in question;
  - The individual teaching the course;
  - The person who reported the violation, where appropriate;
  - The Registrar;
  - The director of the teaching and research unit, school, or institute;
  - The Academic Dean.

These persons have the right to be heard by the Institutional Disciplinary Committee if they request it, or to provide additional information in writing. They have the right to be accompanied by a member of the UQAT university community, who has no speaking rights. A copy of the file, the report submitted by the individual teaching the course (or any other person), and the comments of the Departmental Disciplinary Committee, if any, are forwarded to the student in question when the notice of the Institutional Disciplinary Committee meeting is sent. The Institutional Disciplinary Committee may invite a person whose expertise or testimony may lead to a more informed decision; this person has the right to speak but does not have the right to vote.

- d. The Institutional Disciplinary Committee always meets in camera. All information discussed in camera remains confidential.
- e. The Institutional Disciplinary Committee is master of its own internal procedure.
- f. The decisions rendered by the Institutional Disciplinary Committee follow the simple majority rule among voting members attending the meeting.
- g. Soonest after the meeting of the Institutional Disciplinary Committee, the Secretary General communicates the Committee's decision and the reasons justifying it to the following persons, in confidence:
  - The student in question;
  - The Registrar, who indicates the decision in the record of the student in question;
  - The director of the teaching and research unit, school, or institute;
  - The Academic Dean;
  - The individual teaching the course in question, and/or the person who reported the violation, where applicable.

The Secretary General includes the required information in a registry of penalties.

- h. If the Institutional Disciplinary Committee deems appropriate to penalize an act of plagiarism, fraud or plagiarism and fraud by expulsion or degree withdrawal as defined in 4 m) and 4n), it must send its recommendation soonest to the Board of Directors. Only the Board of Directors is entitled to order the expulsion of a student from UQAT or the withdrawal of their degree. The student has the right to be heard by the Board of Directors before the order is pronounced and to be accompanied by a member of the UQAT university community; this person does not have speaking rights.
- i. Penalties ordered by the Institutional Disciplinary Committee or the Board of Directors become effective as soon as the Secretary General notifies the student. In the cases of expulsion or suspension, UQAT applies its tuition fee reimbursement rules.

- j. Documentation supporting cases of plagiarism or fraud placed in the student's record is considered confidential, and access to that information is restricted to the members of the Disciplinary Committees and the Board of Directors, who are required to hand it over to the Secretary General once the procedure is ended.

## **10. RESPONSIBILITY**

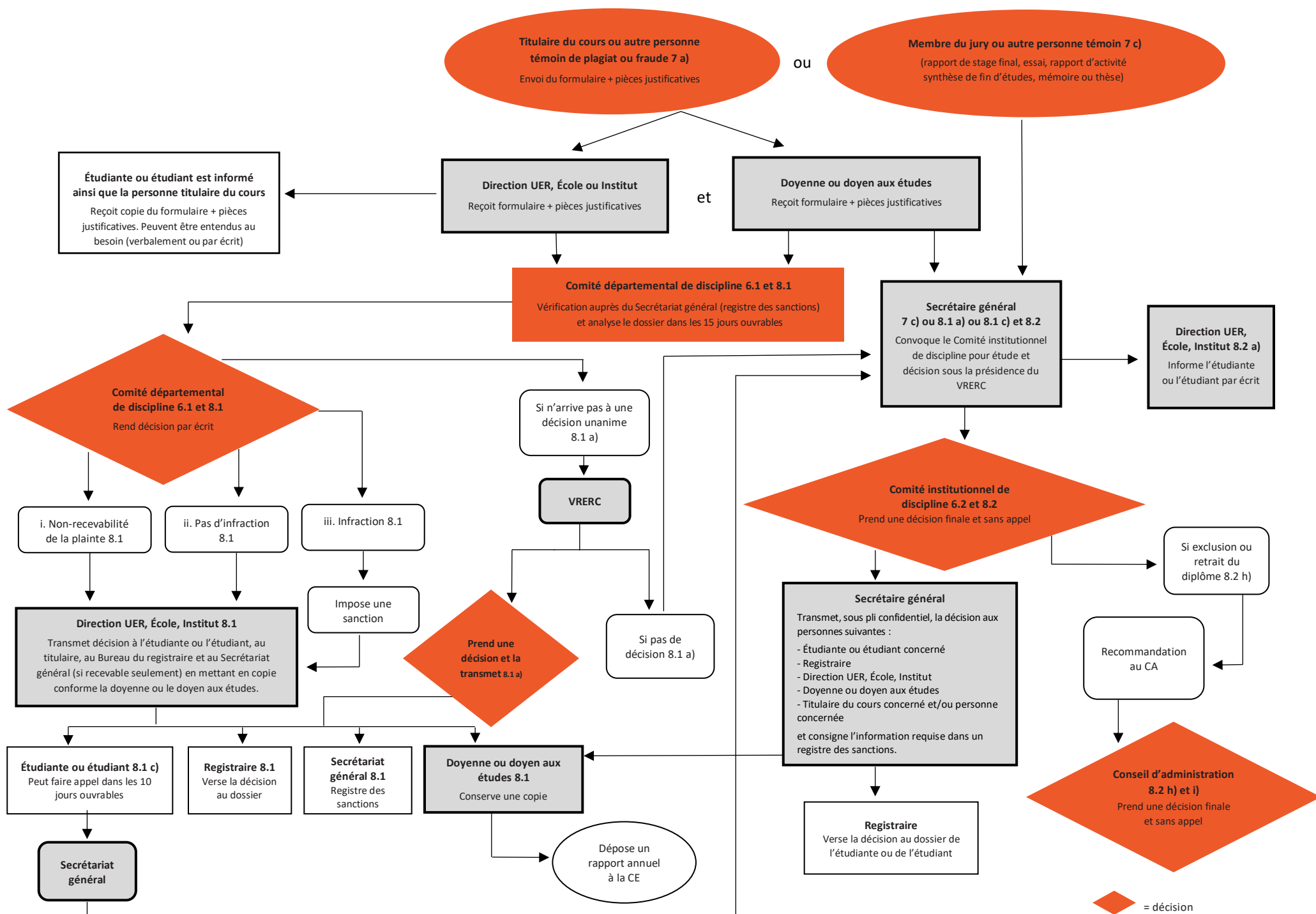
The Office of the Vice-Rector (Academics, Research, and Creation) is responsible for enforcing and updating this Regulation.

## **11. ENTRY INTO FORCE**

The provisions set forth in this Regulation enter into force on the day of its adoption by the Board of Directors of UQAT.

***The following documents (available in French only) are work tools, and may be modified from time to time by the management of UQAT.***

# PROCÉDURES À SUIVRE DANS LE CAS D'UNE DÉNONCIATION DE PLAGIAT OU DE FRAUDE



\*À chaque étape du processus, l'étudiante ou l'étudiant a le droit d'être entendu par les membres du comité responsable de l'évaluation du dossier, s'il en a fait la demande (verbalement ou par écrit).

**FORMULAIRE DE PLAINTE DANS LE CAS  
D'UNE DÉNONCIATION DE PLAGIAT OU DE FRAUDE**  
**À remplir par la personne titulaire du cours ou la personne témoin de la situation**

**Informations générales :**

Département	
Date / session	
Direction du département	
Enseignante ou enseignant	
Sigle et titre du cours	
Numéro du groupe	

**Informations sur l'étudiante ou l'étudiant dénoncé :**

Nom de la personne	
Code permanent	
Courrier électronique	

**Description de la situation :**

**Informations sur la personne témoin de la situation :**

Nom de la personne témoin	
Fonction	
Courrier électronique	
Téléphone ou numéro de poste UQAT	
Fonction	
Personne témoin supplémentaire (s'il y a lieu)	
Courrier électronique / téléphone	
Personne témoin supplémentaire (s'il y a lieu)	
Courrier électronique / téléphone	

**Autres commentaires :**

S'il vous plait, joindre tous les documents pertinents à votre requête et envoyer le formulaire à votre direction de département ainsi qu'à la doyenne ou au doyen aux études. Si vous êtes une personne témoin de la situation mais que vous n'êtes pas la personne enseignante du cours, il importe d'informer celle-ci de la situation. Veuillez prendre note que les documents ainsi que le formulaire seront transmis à l'étudiante ou l'étudiant concerné par la plainte.

**COMPLÉMENT D'INFORMATION DE L'ÉTUDIANTE OU DE L'ÉTUDIANT  
DANS LE CAS D'UNE DÉNONCIATION DE PLAGIAT OU DE FRAUDE**

Par la présente, je désire ajouter les informations suivantes en lien avec mon dossier afin d'éclairer le comité qui est responsable de prendre une décision.

Situation d'infraction : \_\_\_\_\_

\_\_\_\_\_  
Signature de l'étudiante ou de l'étudiant

Date : \_\_\_\_\_

**DÉCISION DU COMITÉ DÉPARTEMENTAL DE DISCIPLINE  
DANS LE CAS D'UNE DÉNONCIATION DE PLAGIAT OU DE FRAUDE**

Département	
Date/session	
Professeure ou professeur/ Chargée ou chargé de cours	
Titre et sigle du cours	
Numéro du groupe	
Nom de l'étudiante ou de l'étudiant	
Code permanent	
Adresse électronique	

Brève description de la situation :

Décision à la suite de l'évaluation du dossier par le comité départemental de discipline :

\_\_\_\_\_  
Signature de la doyenne ou du doyen aux études

Date : \_\_\_\_\_

\_\_\_\_\_  
Signature de la direction du département

Date : \_\_\_\_\_

La direction du département concerné transmet, au nom du comité, la décision à l'étudiante ou l'étudiant, à la personne titulaire du cours, au Bureau du registraire ainsi qu'au Secrétariat général (à moins que la plainte ait été jugée non recevable). La doyenne ou le doyen aux études doit être mis en copie conforme de chaque décision transmise. Le Décanat aux études conserve une copie du rapport.

**FORMULAIRE D'APPEL DANS LE CAS  
D'UNE DÉNONCIATION DE PLAGIAT OU DE FRAUDE**

**Informations sur l'étudiante ou l'étudiant :**

Nom de l'étudiante ou l'étudiant plaignant	
Code permanent	
Courrier électronique	
Téléphone	

**Justifications de l'appel**

Expliquez la situation ainsi que les raisons qui font que vous êtes en désaccord avec la sanction.

**Démarches entreprises**

Mentionnez les démarches entreprises, inscrire les dates et les personnes rencontrées pour chacune d'entre elles ainsi que les résultats de ces démarches.

**Solution**

Expliquez selon vous quelle est la meilleure solution pour régler le problème.

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Signature

S'il vous plaît, joindre tous les documents pertinents à votre demande et envoyer le formulaire au Secrétaire général de l'Université du Québec en Abitibi-Témiscamingue.