

# ACADEMIC INTEGRITY

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# ACADEMIC INTEGRITY SUMMARY

Summary below highlights the key features of Verto Education's Academic Eligibility Policy. [Table of Contents](#) on pg. 3 and [full policy](#) begins on pg. 4.

The purpose of the Academic Integrity Policy is to provide clear guidelines and expectations for participants, faculty, and staff on what constitutes Academic Integrity, and what behaviors are expected and what behaviors violate academic integrity, and the process for addressing issues of academic integrity.

**Academic integrity** is positively demonstrated through values including:

- Responsibility
- Honesty
- Trust
- Respect
- Fairness
- Courage

**Academic dishonesty** manifests in many ways and is the basis of potential disciplinary action. Violations of the Academic Integrity Policy include, but are not limited to, the following:

- Cheating
- Collaboration/Collusion
- Non-permitted use of AI or other non-permitted resources
- Plagiarism
- Fabrication
- Facilitating Academic Dishonesty
- Copyright Infringement

Participants are responsible for completing their own work and encouraging their peers to act with academic integrity. This includes reading and understanding this policy and seeking clarity from professors, if they have concerns or questions regarding how to act with academic integrity.

Faculty are responsible for creating an educational environment where academic integrity is defined and understood, modeling and reinforcing expectations for academic integrity and the consequences for violations. Faculty policies may be more restrictive than those outlined below.

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# ACADEMIC INTEGRITY

## Overview

The purpose of the Academic Integrity Policy is to provide clear guidelines and expectations for participants, faculty, and staff on what constitutes Academic Integrity, and what behaviors are expected and what behaviors violate academic integrity, and the process for addressing issues of academic integrity.

Verto Education partners with its Academic Provider, the University of New Haven (UNewHaven), to create an academic community based on the principles of honesty, trust, fairness, respect, and responsibility. Academic integrity is a core educational value that ensures respect for the academic community - including its participants, faculty and staff, the learning community and the host community in which Verto Education programs operate.

It is expected that all participants will learn in an environment where they work independently in the pursuit of knowledge, conduct themselves in an honest and ethical manner and respect the intellectual work of others. Each member of the community has a responsibility to be familiar with the definitions contained in, and adhere to, the Academic Integrity Policy.

The policies outlined in this document apply to all participants admitted by the University of New Haven to study abroad at Verto Education program locations around the world.

## Academic Integrity

Academic Integrity sets standards for academic achievement, allows for the creation and exchange of ideas, and helps ensure everyone in the learning community has a fair and equitable opportunity for success and mitigates unfair advantages. Academic integrity fosters trust and respect in the learning community and extends to the wider community in which the learning environment takes place, which is of particular importance in education abroad.

**Academic integrity** is positively demonstrated through values including:

- Responsibility
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**Academic dishonesty** manifests in many ways and is the basis of potential disciplinary action. Violations of the Academic Integrity Policy include, but are not limited to, the following:

- Cheating
- Collaboration/Collusion
- Plagiarism
- Fabrication
- Facilitating Academic Dishonesty
- Non-permitted use of AI or other non-permitted resources
- Copyright Infringement

## Types of Academic Dishonesty

Each of the listed types of academic dishonesty are explained below. They provide examples of the listed types of academic dishonesty and more information to ensure participants understand the expectations and what constitutes violations of Academic Integrity.

### Cheating

**Cheating** is “Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.”<sup>1</sup> Cheating includes, but is not limited to:

1. Having unauthorized notes during an exam or quiz, or communication of information by any means concerning the content of an examination during or after the testing period to anyone who has not yet taken the examination. The only materials permitted during an exam are those that an instructor explicitly instructs participants they may use.
2. Copying the work of another during a test or quiz.
3. Use of translation software such as Google Translate without instructor permission.
4. Use of generative artificial intelligence (AI) without instructor permission and/or passing off generative or editorial AI work as one’s own without explicit acknowledgement.
5. Obtaining or providing unauthorized prior knowledge of exam or quiz content.

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<sup>1</sup> Pavela, G. (1997) Applying the power of association on campus: A model code of academic integrity. *Journal of College and University Law*, 24(1), pp 9 et seq. [journal online] available from [http://www.jpo.umd.edu/docs/toomuch2\\_wrk.pdf](http://www.jpo.umd.edu/docs/toomuch2_wrk.pdf); Internet; accessed 30 January 2007.]

6. Using another student's work for a homework or lab assignment or presenting the work of another as one's own.
7. Using unauthorized materials or information from others for a take-home exam. It is expected that participants do independent work for exams whether they are take-home or in class. participants are expected to comply with the guidelines set by the instructor.
8. Seeking, receiving, or giving aid during examinations through electronic means (e.g., use of AI, web browsers/web search, cell/smart phone, smart watch or other devices, email, instant/direct/text messaging or chats, Bluetooth communications, earphones/airpods, etc.)
9. Paying others to do homework that is passed off as one's own work; purchasing, downloading, or otherwise securing papers, research, reports, generative artificial intelligence content, etc. from commercial services, generative artificial intelligence chatbots, or other sources for use in any manner other than research for which the source of information is appropriately referenced in the student's work.

## Collaboration/Collusion

Collaborative work between participants is common and highly valued in education abroad. It enhances active learning experiences and supports peer-to-peer learning. In general, work in small groups or partnerships is encouraged as an effective pedagogical practice. While important and enriching, faculty will also require individuals to work independently, during which group or partner work is considered **"non permitted collaboration" or "collusion."** *Non Permitted collaboration, or collusion, means working together when not allowed or directed to do so by the appropriate academic authority.*

## Non-Permitted Collaboration/Collusion

Verto expects that instructors will indicate permitted forms of collaboration with other participants or technology for assignments or assessments. If the instructor does *not* indicate that collaboration or use of specific technology is permitted, it should be understood that none is permitted.

Participants are encouraged to seek clarification from their instructors regarding the acceptable parameters for collaboration should they be in doubt regarding assignments that require group work. Acknowledgement of collaboration is required when presenting authorship of student work - all submissions should include the names of all contributing group members or authors. Examples of non-permitted collaboration or collusion might include:

- a. Completing a take home test with a peer when collaboration is not permitted

- b. Working in a group on assignments that were given individually
- c. Giving or receiving quiz or test answers from other participants
- d. Using generative AI or large language models (ChatGPT, Claude.ai, Google Gemini, etc.) without explicit permission (further detailed in the next section.)

## Study Groups and Tutoring

Academic integrity standards do **not** prohibit participants from studying together or from tutoring each other if done in conformance with other provisions of this policy.

## **Non-Permitted Use of Artificial Intelligence or other Non-Permitted Resources**

When a student knowingly uses Artificial Intelligence or other non-permitted resources, such as a calculator, smart phone/watch/device, etc. on a graded exam without appropriate approval, documentation or citation, this is in violation of non-permitted use of AI or other Non-Permitted Resources. Examples include but are not limited to:

1. Use of Artificial Intelligence for generative writing of a paper, project, or other class assignment or assessment without explicit faculty approval.
2. Use of Artificial Intelligence for editorial purposes for a paper, project, or other class assignment or assessment without explicit faculty approval.
3. Use of Artificial Intelligence for problem-sets, laboratory work, or other Science, Technology, and Math work without explicit faculty approval.
4. When use of AI is permitted by faculty, participants cite work with AI utilization as appropriate or specified.
5. Use of a calculator (including specialty calculators or otherwise) for assignments, quizzes, exams or other forms of assessment that explicitly prohibit use of a calculator.
6. Use of information such as answer keys or instructor-copy of quizzes/tests that were not provided directly by the instructor that are clearly in violation of any of the above policies .
7. Use of browser extensions that automate AI utilization in Canvas LMS for the purpose of completing online quizzes, tests, participating in course discussion boards, etc.
8. Use of translation tools when not permitted by instructor.
9. Use of a smart device (phone, tablet, watch, etc.) that are not permitted by the instructor during assignments, quizzes, exams, or other forms of assessment.

## Plagiarism

**Plagiarism is** “Representing the words or ideas of another as one’s own in any academic exercise or resubmitting one’s own work under false pretenses.”<sup>2</sup> Plagiarism includes but is not limited to:

1. Copying without proper citation from another student’s paper(s) partially or entirely or from any source, such as a book, article, notebook, video, or other source material, whether published or unpublished.
2. Purchasing or securing content from any source, to include term-paper vendors, generative artificial intelligence, and internet sources, and submitting that paper or specific portions of the paper as one’s own work.
3. Inserting a passage from the Internet or any computer source into one’s paper without proper citation.
4. Copying data from another source without a proper citation.
5. Appropriating another person’s computer programming work for submission as an assignment.
6. Failing to attribute material that comes from other media sources or failing to obtain proper permission for the use of such material when creating a web page, film, musical composition, or other forms of presentation or artistic expression as a course assignment.
7. Any other appropriation of another’s intellectual property without proper attribution.
8. Self-Plagiarism/Failure to Produce Original Work: Submitting an assignment that was written during a prior semester or submitting the same assignment for more than one class simultaneously, including resubmitting all or substantial portions of previously written work for a current assignment, unless instructors in multiple courses are informed of and approve of the submission. participants should consult their instructors if they are unsure of what work of their own they may use in preparing an assignment. The student should assume that, unless the instructor specifically permits it, the use of work from one previous or simultaneous course to satisfy the expectations of another course will be perceived as deceptive, and in addition, the work so used fails to qualify as original work for the assignment.

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<sup>2</sup> Based on Pavela, page 11. Note that Pavela’s qualifiers “intentionally and knowingly” have been dropped from the definition adopted for the UNewHaven policy.

9. Citing sources improperly, which includes, but is not limited to, failure to use quotation marks or other appropriate notation for direct quotes or for an author's distinctive phrases, and following an author's structure of writing and ideas, but rephrasing the sentences partially to give the impression that the whole passage reflects the student's structure and ideas.

***The most common form of plagiarism is often unintentional - failure to properly cite sources.***

Guidance on proper citation may be found below or through other designated academic resources as referenced in course syllabi or learning management systems (Canvas).

Official Resources on Proper Citation of Sources:

- APA - American Psychological Association. (2020) *Publication Manual of the American Psychological Association* (7th ed). Washington, D.C.: Author.
- CMOS - *Chicago Manual of Style* (17th ed). Chicago: University of Chicago Press, 2017. <https://doi.org/10.7208/cmos17>
- MLA - *MLA Handbook for Writers of Research Papers*. (9th ed.), New York: Modern Language Association, 2021
- Strunk, W. & White, E.B. (2000). *The Elements of Style* ( 4th ed.). Boston: Allyn and Bacon.
- Turabian, K.L. (2013) *A Manual for Writers of Term Papers, Theses and Dissertations* (8th ed.), Chicago: University of Chicago Press.
- UNewHaven Research Tools: <http://www.newhaven.edu/library/research-tools.php/>

## **Fabrication**

Fabrication is the “unauthorized falsification or invention of any information or citation in an academic exercise.”<sup>3</sup> Fabrication includes:

1. Furnishing false information, distorting data, or failing to provide all necessary required information to the University's advisor, registrar, admissions counselor, instructor, etc., for any academically related purpose.
2. Forging a signature to certify completion of a course assignment or academic work or grades; providing a false recommendation or misrepresenting academic staff or faculty to another school or to employers, internship sponsors, or other sponsors of academic engagements.
3. Fabricating data in support of laboratory or field work, whether for course-related assignments or for non-course-related internally- or externally-funded, extracurricular, or co-curricular projects.
4. Misrepresenting one's academic accomplishments.
5. Fabricating or falsifying a bibliography or other academic sources.

## **Facilitating Academic Dishonesty**

When a student knowingly helps or attempts to help another to violate any provision of this Policy, or otherwise **facilitate academic dishonesty**. Assisting each other in-person or using electronic means without authorization is strictly prohibited. Examples include but are not limited to:

1. Providing to other participants one's own work or that of others with the reasonable expectation that these could/will be used for the purpose of cheating or plagiarism.
2. Maintaining a copy or file of any quizzes, exams, assignments, or papers with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.
3. Unfairly advancing one's academic position by hoarding, stealing, or damaging library materials.
4. Theft or unauthorized use of other participants' notes, papers, homework, or textbooks for academic gain.
5. Selling or sharing one's work to others with a reasonable expectation that it could/will

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<sup>3</sup> Pavela, page 10. Note that the qualifier “intentionally” has been dropped from the definition adopted for the UNewHaven policy.

be used for the purpose of cheating or plagiarism.

6. Placing one's own or another person's work on the Internet without his or her permission for academic or monetary gain.
7. Providing answers / answer keys to other participants from quizzes or exams.

## **Copyright Infringement**

Copyright infringements shall be considered violations of the academic integrity policy. More information on copyright issues and copyright law can be found at:

<http://www.newhaven.edu/library/services/faculty/copyright.php>.

## **Participant, Faculty, and Staff Responsibilities**

### **Participants**

Participants are responsible for the completion of their own academic work and for encouraging their peers to act with integrity in all academic matters by:

1. Acting with honesty and integrity in all academic matters.
2. Learning the principles of ethical conduct, and being familiar with and abiding by the definitions contained in the policy on academic integrity and any other policies established by their instructors, study centers, departments, and Colleges.
3. Informing the instructor, local Academic staff, and/or the Dean of Students if they become aware that any form of academic dishonesty has occurred.
4. Clarifying with the instructor/supervisor what their expectations are regarding proper conduct in the completion of assignments (e.g., collaboration, citations, use of study aids on examinations, etc.).
5. Request clarification from the instructor regarding permitted or non-permitted use of Artificial Intelligence (AI) or other academic resources relevant to the assignment or course.
6. Respond honestly and professionally to inquiries related to academic integrity, providing information for faculty or staff upon request.

Individual participants may report a violation of academic integrity to onsite staff or the Dean of Students who will forward the report to the appropriate academic department for investigation.

## Faculty

Faculty are responsible for creating an educational environment where academic integrity is defined and understood, perhaps by referencing relevant policies on academic integrity in course syllabi and explaining, modeling and reinforcing expectations for academic integrity and the consequences for violations.

Faculty have the responsibility to articulate their expectations regarding participants' use of generative artificial intelligence (AI) tools at the beginning of the course and throughout the semester. Faculty should specify whether policies apply to the class as a whole or to specific assignments and communicate expectations to participants in a variety of ways including course syllabi, Canvas, course discussions, activities, assignments, exams, etc. Clearly communicating expectations early and often helps promote academic integrity and prevent confusion.

Instructors may choose to implement standards more stringent than those contained in this policy, provided they are clearly communicated to participants.

Faculty are expected to directly address and document concerns of Academic Integrity with participants. Faculty are also requested to escalate egregious or repeated violations to onsite Academic staff for additional support following Academic Actions.

## Staff

Staff are responsible for supporting an educational environment where academic integrity is defined and understood, and explaining, modeling and reinforcing expectations for academic integrity and the consequences for violations. Academic leaders provide faculty with resources to support syllabi and course development in alignment with policies and guidance if there are concerns that are raised for specific courses or assignments.

Staff provide support to faculty in responding to escalated cases for Academic Dishonesty, following specific Academic Actions. Staff provide participants and faculty with opportunities to ensure perspectives are shared and information is gathered. Staff may provide guidance or mediation between faculty and participants, when necessary. Staff are required to document issues of academic dishonesty or policy violations in Verto's case management tool and create academic actions or improvement plans to support student learning. Staff should consult with local academic leaders and Verto HQ when needed to determine resolution for academic integrity concerns or cases involving academic dishonesty.

## Questions?

If you have questions about the Academic Integrity policy, please contact the local Academic Director/Manager or [registrar@vertoeducation.org](mailto:registrar@vertoeducation.org) to connect with Academic Affairs Headquarters staff.

Report academic integrity concerns to [DeanofStudents@vertoeducation.org](mailto:DeanofStudents@vertoeducation.org).

This policy has been modified from Verto Education's Academic Provider, the University of New Haven and adapted to ensure participants are in compliance with local immigration regulations. For more information, please review [UNewHaven Student Handbook - Academic Integrity Policy](#)