

ACADEMIC INTEGRITY POLICY

Philosophy

Verto Education partners with its Academic Provider, the University of New Haven (UNH), 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 students, faculty and staff, the learning community and the host community in which Verto Education programs operate.

It is expected that all students 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 and procedures outlined in this document apply to all students admitted by the University of New Haven to study abroad at Verto Education program locations around the world.

Overview of Policies

The purpose of the Academic Integrity Policy is to provide clear guidelines and expectations for students, 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 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:

- Honesty
- Trust
- Respect
- Fairness
- Courage
- 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

Each of these areas are detailed below to provide examples and more information to ensure students 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."¹ 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 students 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. Obtaining or providing unauthorized prior knowledge of exam or quiz content.
5. Using another student's work for a homework or lab assignment or presenting the work of another as one's own.
6. Using unauthorized materials or information from others for a take-home exam. It is expected that students do independent work for exams whether they are take-home or in class. Students are expected to comply with the guidelines set by the instructor.
7. Seeking, receiving, or giving aid during examinations through electronic means (e.g., use of web browsers/web search, cell/smart phone, smart watch or other devices, email, instant/direct/text messaging or chats, Bluetooth communications, earphones/airpods, etc.)
8. Paying others to do homework that is passed off as one's own work; purchasing or downloading papers, research, reports, etc. from commercial services or other individuals 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 students is common and highly valued in education abroad, and can be used to enhance active learning experiences and support peer to peer learning. In general, work in small groups or partnerships is encouraged as an effective pedagogical practice. Faculty will also require independent

work by individuals, during which group or partner work in such cases 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.**

1. *Non-Permitted Collaboration/Collusion.* In some instances, instructors may indicate permitted forms of collaboration with other students on certain assignments or assessments. If the instructor does *not* indicate that collaboration is permitted, it should be understood that none is permitted. Students 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:

- Completing a take home test with a peer when collaboration is not permitted
- Working in a group on assignments that were given individually
- Giving or receiving quiz or test answers from other students

2. *Study Groups and Tutoring.* Academic integrity standards do **not** prohibit students from studying together or from tutoring each other if done in conformance with other provisions of this policy.

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.”ⁱⁱⁱ **The most common form of plagiarism is often unintentional - failure to properly cite sources.** 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 a paper from any source, to include term-paper vendors 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. Students 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.

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.

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

Sources online:

<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.”ⁱⁱⁱ 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 a recommendation to another school or to employers, internship sponsors, or other sponsors of on- or off campus 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.

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Facilitating Academic Dishonesty

This occurs through the use of any electronic means to assist another without authorization. This is strictly prohibited. It also occurs when a student knowingly helps or attempts to help another to violate any provision of this Policy, or otherwise facilitate academic dishonesty. Examples include but are not limited to:

1. Providing to other students 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 students' 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 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 students from quizzes or exams.

Copyright Infringements

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>.

Questions?

If you have questions about the Academic Integrity policy, please contact the local Academic Director/Manager or Academics@vertoeducation.org to connect with Academic Affairs Headquarters staff.

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

This policy was last modified: August 19, 2022

^{i, ii, iii} [UNH Student Handbook - Academic Integrity Policy](#), page 64

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