

Undergraduate Academic Misconduct Report Form

Department of Engineering and Applied Science
Memorial University of Newfoundland

Instructions

Please submit this form to the appropriate Department head (or Associate Dean (Undergraduate Studies) for Engineering One cases).

Please see the [Academic Misconduct Procedure Flowchart](#) and associated [University Regulations](#) regarding Academic Misconduct.

Note: University policy stipulates that all cases of academic misconduct (see definitions for academic offences below) must be reported to the appropriate Department Head (or Associate Dean (Undergraduate Studies) for Eng. One students).

2015-2016 Calendar – List of Academic Offences (please see the Calendar for the latest version)

- **Cheating on examinations or any other tests, theses, assignments, work term reports, projects, laboratory assignments, laboratory reports or internship reports:** This includes copying from another student's work or allowing another student to copy from one's own work; consulting with any unauthorized person during an examination or test; possessing unauthorized aids; using unauthorized aids; or knowingly recording or reporting false empirical or statistical data. The work referred to includes examinations, theses, assignments, work term reports, projects, laboratory assignments, laboratory reports, internship reports, or any other tests which are to be used in judging the student's performance in a course or program of study, or on any special tests which the University may offer.
- **Impersonating another student or allowing oneself to be impersonated:** This includes the imitation of a student or the entrance into an arrangement with another person to be impersonated for the purposes of taking examinations or tests or carrying out laboratory or other assignments.
- **Plagiarism:** Plagiarism is the act of presenting the ideas or works of another as one's own. This applies to all material such as essays, laboratory assignments, laboratory reports, work term reports, design projects, seminar presentations, statistical data, computer programs, research results and theses. The properly acknowledged use of sources is an accepted and important part of scholarship. Use of such material without acknowledgment is contrary to accepted norms of academic behaviour. Information regarding acceptable writing practices is available through the Writing Centre.
- **Theft of examination papers or other material:** This includes obtaining by any improper means examination papers, tests, or any other such material.
- **Use and/or distribution of stolen material:** This includes the use of material which the student knows to have been improperly obtained and/or the distribution of such material.
- **Submitting false information:** This includes falsifying academic forms or records, submitting false credentials, medical or other certificates, or making a false, misleading or incomplete declaration to the University.
- **Submitting work for one course or work term which has been or is being submitted for another course or work term at this or any other institution without express permission to do so:** This includes the presentation of an essay, report or assignment to satisfy some or all of the requirements of a course when that essay, report, or assignment has been previously submitted or is concurrently being submitted for another course without the express permission of the professor(s) involved.
- **Prevention or obstruction of access to works or materials provided by the University needed by others for academic purposes.**
- **Attempt of bribery, and/or threat of blackmail to influence the award of any credit, grade, honour or academic decisions.**
- **Failure to follow relevant University/Faculty/School guidelines on ethics.**
- **Failure to follow the [Memorial University of Newfoundland Code](#).**

Information

Student Name*: _____

Student ID No.: _____

Engineering Dept. _____

Course No. and Title: _____

Semester: _____

Instructor: _____

Instructor's Email: _____

Instructor's Signature: _____ Date: _____

* If the incident involved more than one student, please fill out a different form for each student.

Details of Academic Misconduct

Check to indicate if the event is considered minor by the accuser.

Type of Academic Offence:

- Cheating on examinations, any other tests, theses, assignments, work term reports, projects, laboratory assignments, laboratory reports or internship reports**
- Impersonating another student or allowing oneself to be impersonated**
- Plagiarism**
- Theft of examination papers or other material**
- Use and/or distribution of stolen material**
- Submitting false information**
- Submitting work for one course or work term which has been or is being submitted for another course or work term at this or any other institution without express permission to do so**
- Prevention or obstruction of access to works or materials provided by the University needed by others for academic purposes**
- Attempt of bribery, and/or threat of blackmail to influence the award of any credit, grade, honour or academic decisions**
- Failure to follow relevant University/Faculty/School guidelines on ethics**
- Failure to follow the [Memorial University of Newfoundland Code](#).**

Please attach any relevant details as a separate document.

Other Pertinent Details: