Provost's Annual Report on Cases of Academic Discipline 2015-16

Every year divisions are asked to report on cases that they have addressed under Section C of the *Code of Behaviour on Academic Matters*. Information is also collected for the number of cases which come before the University Tribunal. Section C of the *Code* sets out "Procedures in Cases involving Students", and contains the following preamble:

> At both the divisional level and the level of the University Tribunal, the procedures for handling charges of academic offences involving students reflect the gravity with which the University views such offences. At the same time, these procedures and those which ensure students the right of appeal represent the University's commitment to fairness and the cause of justice.

The data collected on both divisional and Tribunal cases are reported for information to Academic Board in the form of the Provost's Annual Report on Cases of Academic Discipline.

The University's Proactive Approach towards Academic Integrity

The University continues to adopt a primarily proactive approach towards academic integrity. In 2011, the Provostial Advisory Group on Academic Integrity was established to consider broader academic integrity education and policy issues. The Group, which meets regularly throughout the academic year, is co-chaired by the Vice-Provost, Faculty and Academic Life, and the Vice-Provost, Students, and includes divisional senior academic administrators with responsibility for academic integrity issues.

Under the Advisory Group's direction, a new student-focused website on academic integrity was launched in 2014 at academicintegrity.utoronto.ca. A link to this website appears on every undergraduate and graduate student's Portal homepage, together with a message from the Provost regarding the importance of academic integrity. The Provost's message also provides links to summaries of University Tribunal cases.

Divisions have also initiated an array of education campaigns, which range from presentations to student and faculty groups by Dean's Designates for Academic Integrity at UTSC and the Office of Student Academic Integrity in Arts and Science, to an awareness-raising poster contest at UTM. At UTSC, an Academic Integrity module was embedded last year into some PSYCH 100 courses, thanks to understanding course instructors who value the importance of this message. Many divisions encourage the use of syllabus statements regarding academic integrity, as well as in-class discussion of the issue. The Centre for Teaching Support and Innovation also provides instructors with helpful suggestions on preventative strategies in designing assignments, and "scaffolding" techniques in assignment-design are now prevalent across the University. Writing Centres and libraries across the University work with students individually and in groups to emphasize the importance of academic integrity in preparing their assignments. And the use of turnitin.com is a further technique which leads to awareness and discourages violations of academic integrity in the submission of assignments.

Methodology

Our statistics-collection form, used for the last three academic years, tracks new data such as timeliness based on date of alleged offence; data regarding all offences committed, as opposed to just the primary offence; and information regarding repeat offenders. It also provides greater visual clarity through the use of graphs and pie charts. All of this information provides for better analysis, consistency, clarity and reliability of the data reported.

For reporting purposes the reporting year continues to correspond to the academic year -- that is from July 1 to June 30. Resolution of a case refers to the event which concludes the proceedings under the *Code of Behaviour on Academic Matters* within the University. The data are collated based on the academic year in which a case is closed, and where it is closed – that is, either by the division or the Tribunal.

Summary of Findings

The University is committed to transparency, procedural fairness and a high quality of decision-making throughout its academic integrity processes. The divisional academic integrity officers and Dean's Designates, with the support and advice of the Provost's Office and the ADFG Office, continue to make process improvements and develop protocols related to investigating, resolving, scheduling, tracking and issuing decisions. This helps ensure appropriate and timely resolution at all levels.

The report provides a summary of both divisional and University Tribunal Cases for the academic years from 2011-12 to 2015-16.

Appendix A provides a summary of **Divisional Academic Discipline cases** that were addressed under Section C of the *Code*; these statistics indicate only those **cases where a sanction was imposed and where the case was closed by the division.** These statistics therefore do not include those cases that were forwarded to the Office of the Vice-Provost, Faculty & Academic Life for the possible laying of charges to be considered by the University Tribunal. We now track all offences committed by an offender, and not just the primary offence related to an allegation. This is why there is a relatively significant increase in the total number of offences year-over-year starting with the 2013-14 year as indicated in Table 3 (page 5), and why the total number of offences indicated in Table 3 (page 5) is greater than the total number of offenders found in Table 1 (page 4). Offences of plagiarism and use of an unauthorized aid continue to be the most frequent ones reported by the divisions, and can be seen reflected as a bar chart and line graph mapped over time, as well as in pie chart form for the 2015-16 year (pages 6 and 7).

Appendix B provides a summary of **University Tribunal cases**. At the Tribunal level, charges were laid in 66 new cases. Fifty-three cases sent to the Tribunal were resolved during the 2015-16 academic year. Nineteen of these cases were sent back to the decanal level or resolved by minutes of settlement. It should be noted that even though the data show 53 cases as being carried forward to the next year, some of these have been resolved and will be reported in the 2016-17 reporting year, while others have been heard and are either awaiting a decision, a confirmation of expulsion or are in the process of being appealed. The most common offences at the Tribunal are plagiarism and unauthorized aid,

which is reflected in both pie chart form, and also in bar graph form mapped over time, and found at pages 12 and 13 in Appendix B.

In terms of timeliness of resolutions, as can be seen in Table 4C of the **Summary of Divisional Academic Discipline Cases** (page 8), almost 94% of divisional cases are resolved within a 9 month time frame, when measured from date of offence. This number increases to 97.3% when measured by the date the Academic Integrity Office became aware of the allegations.

In relation to timeliness at the University Tribunal, the ADFG Office routinely monitors the time between the date of charges being laid to the date of a hearing and also the time to the issuance of the decision, and works with the Senior Chair to help move the process forward. Further, the Tribunal's *Rules of Practice and Procedure*, adopted in 2012, include a section regarding normal timelines for the release of written reasons, and the ADFG Office now includes a reference to that section of the *Rules* in the chairs' appointment letters.

It should be noted that the ADFG Office has a process known as the signing of Orders, whereby the decision made at the time of a hearing and any sanctions to be applied, are conveyed to the student immediately following the hearing. This allows the appeal process to start from the time the Order is issued. Both of these timeframes (time to issue of Order and time to issue of written reasons) are presented in the **Summary of University Tribunal Cases** (Appendix B). The time between charges being laid and the issuance of an Order is an important measure of timeliness for the purposes of this report. This year at the Tribunal, all cases had either an Order or written reasons issued within 15 months from the date charges were laid. (See Tables 6a and 6b: **Summary of University Tribunal Cases** on page 14 for more detailed breakdown.)

Provost's Annual Report on Cases of Academic Discipline

Appendix A: Summary of Divisional Academic Discipline Cases 2015-2016

Table 1: Total Number of Student Offenders by Division (only where sanction is imposed by and case closed by the division)

Division	2011-12	2012-13	2013-14	2014-15*	2015-16
Applied Science & Engineering	135	206	189	146 = **2.6%**	99= 1.7%
Architecture	n/a	n/a	3	8 = **1.3%**	7= 0.8%
Arts & Science	380	394	645**	509 = **2.0%**	590= 2.1%
Dentistry	1	1	0	1 = **0.2%**	11= 2.6%
Graduate Studies***	13	22	18	23 = **0.1%**	44= 0.3%
Law	2	0	2	0 = **0%**	2= 0.3%
Medicine	1	2	0	0 = **0%**	2= 0.04%
Music	2	4	4	6 = **1.0%**	4= 0.7%
Nursing	4	0	2	0 = **0%**	4= 1.1%
OISE / UT	0	0	1	1 = **0.1%**	1= 0.3%
Pharmacy	8	5	8	50 = **4.7%**	12= 1.1%
Faculty of Kinesiology and Physical Education	12	3	18	8 = **0.9%**	4= 0.4%
U of T Mississauga	387	303	347	382 = **3.0%**	432= 3.2%
U of T Scarborough	155	205	160	149 = **1.3%**	218= 1.7%
Total	**1100**	**1145**	**1397**	**1283=1.5%[1]**	**1430= 1.6%**

*Percentage of students per division were first calculated in this year.
**There was a change in method of counting starting in this year in order to be consistent with other divisions
***All offences involving graduate students are processed through the School of Graduate Studies

Table 2: Total Number of Repeat Student Offenders by Division (only where sanction is imposed)

Division	2011-12	2012-13	2013-14	2014-15	2015-16
Applied Science & Engineering	28	21	9	26	12
Architecture	n/a	n/a	0	0	0
Arts & Science	56	59	71	61	61
Dentistry	0	0	0	0	0
Graduate Studies	1	1	0	0	1
Law	0	0	0	0	0
Medicine	0	0	0	0	0
Music	0	0	2	1	0
Nursing	0	0	0	0	0
OISE / UT	0	0	0	0	0
Pharmacy	1	0	0	0	0
Faculty of Kinesiology and Physical Education	1	0	1	0	0
U of T Mississauga	34	35	46	37	62

[1] This calculation inadvertently did not include graduate students when provided last year; therefore the correct percentage of the entire student body (both graduate and undergraduate students) in 2014-15 is listed this year.

U of T Scarborough	17	11	15	29	17
Total	**138**	**127**	**144**	**154**	**153**

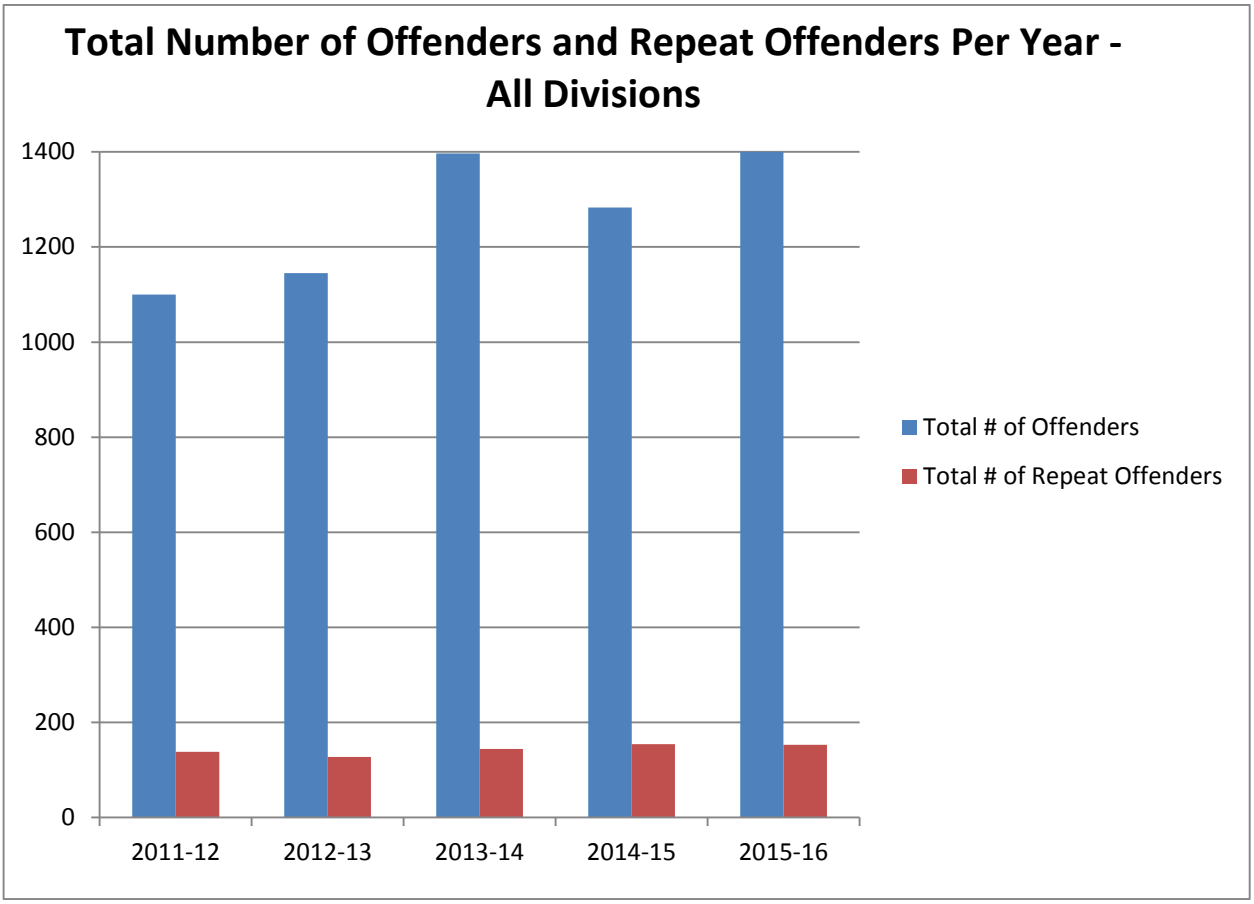
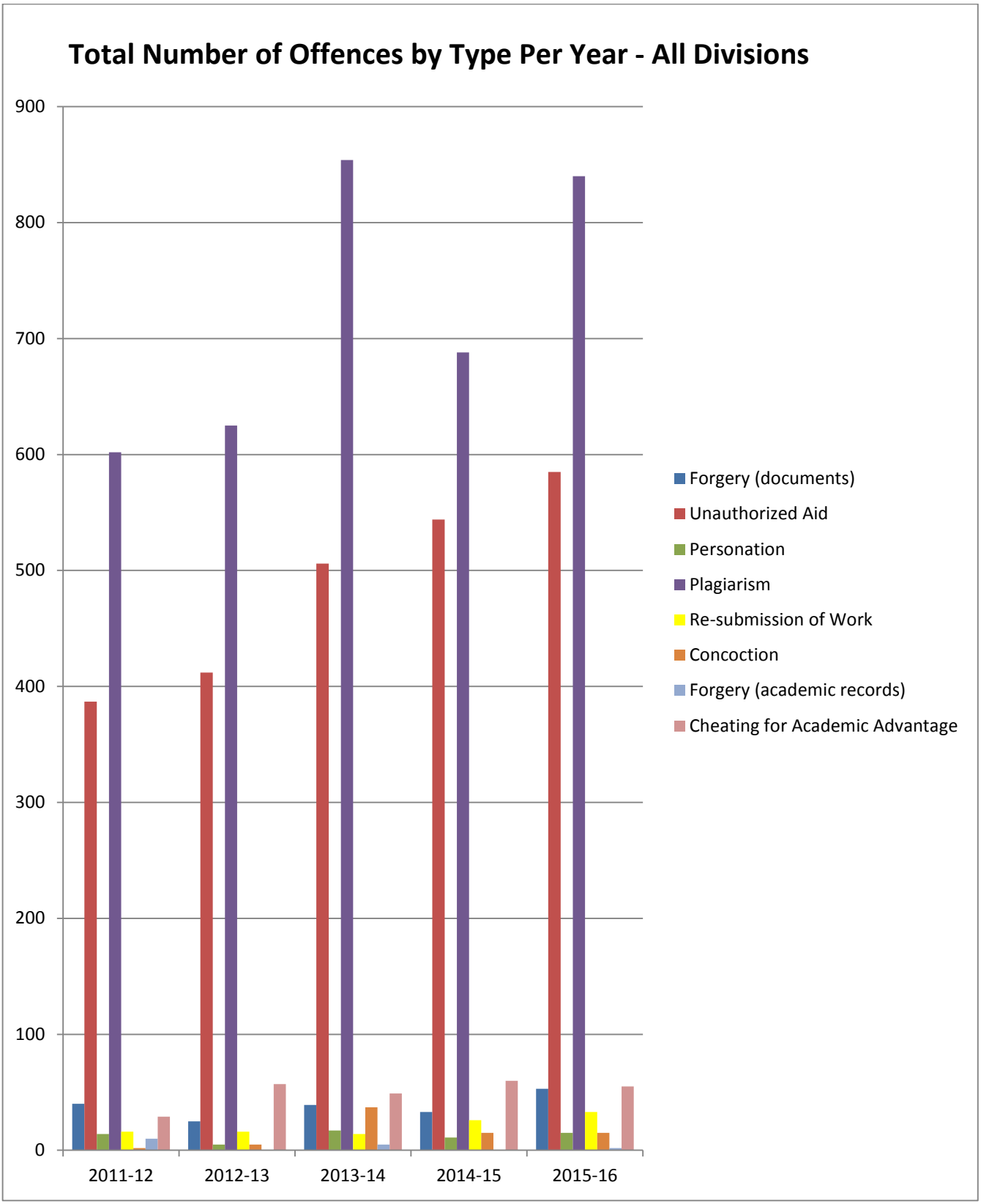
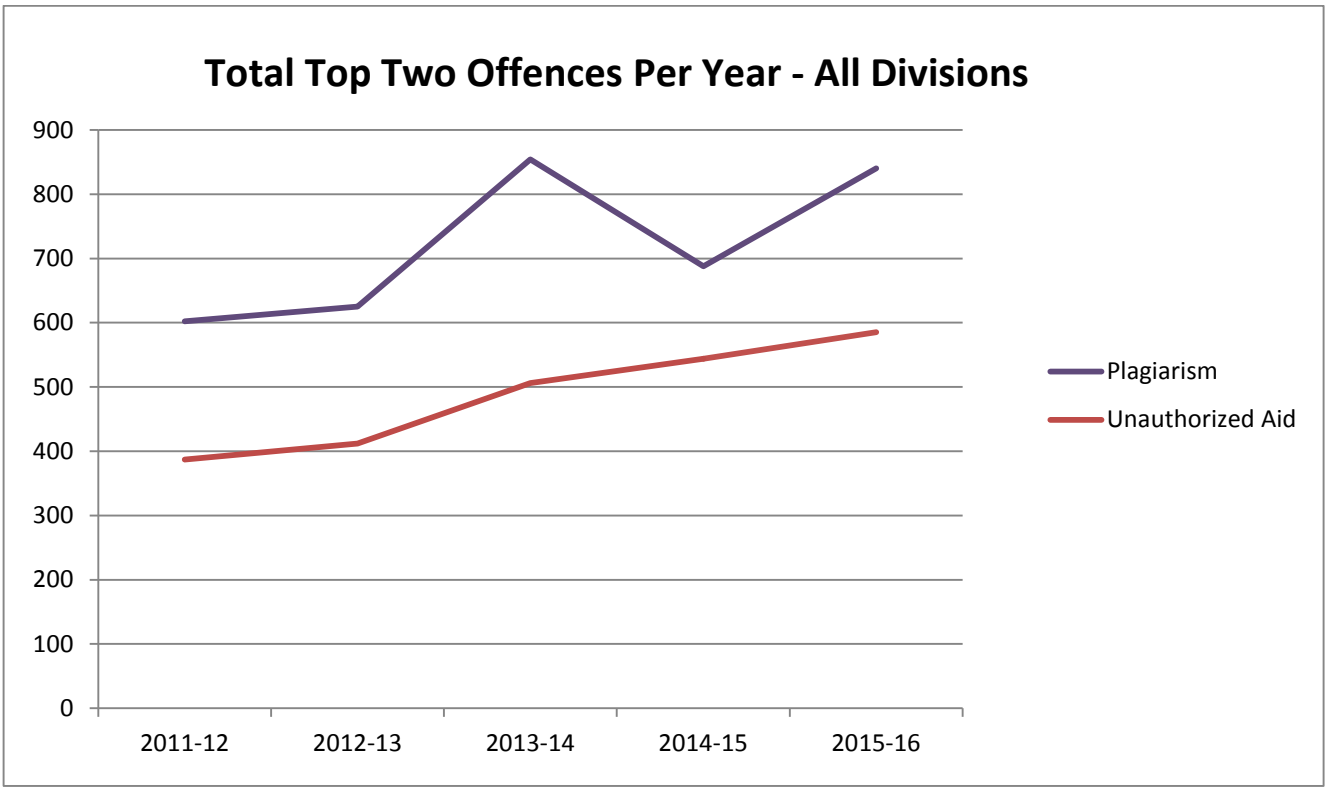


Table 3: Total Number of Offences by Type – All Divisions

Charge Code	Charge Text	2011-12	2012-13	2013-14	2014-15	2015-16
B.i.1(a)	Forgery (documents, not transcripts)	40	25	39	33	53
B.i.1(b)	Unauthorized aid	387	412	506	544	585
B.i.1(c)	Personation	14	5	17	11	15
B.i.1(d)	Plagiarism	602	625	854	688	840
B.i.1(e)	Re-submission of work	16	16	14	26	33
B.i.1(f)	Concoction	2	5	37	15	20
B.i.3(a)	Forgery (academic records)	10	0	5	0	2
B.i.3(b)	Cheating for academic advantage	29	57	49	60	55
	Total	**1100**	**1145**	**1521**	**1377**	**1603**


Total Number of Offences by Type Per Year - All Divisions
900
800
700
600
500
400
300
200
100
0
2011-12
2012-13
2013-14
2014-15
2015-16
Forgery (documents)
Unauthorized Aid
Personation
Plagiarism
Re-submission of Work
Concoction
Forgery (academic records)
Cheating for Academic Advantage


Total Top Two Offences Per Year - All Divisions
900
800
700
600
500
400
300
200
100
0
2011-12
2012-13
2013-14
2014-15
2015-16
Plagiarism
Unauthorized Aid

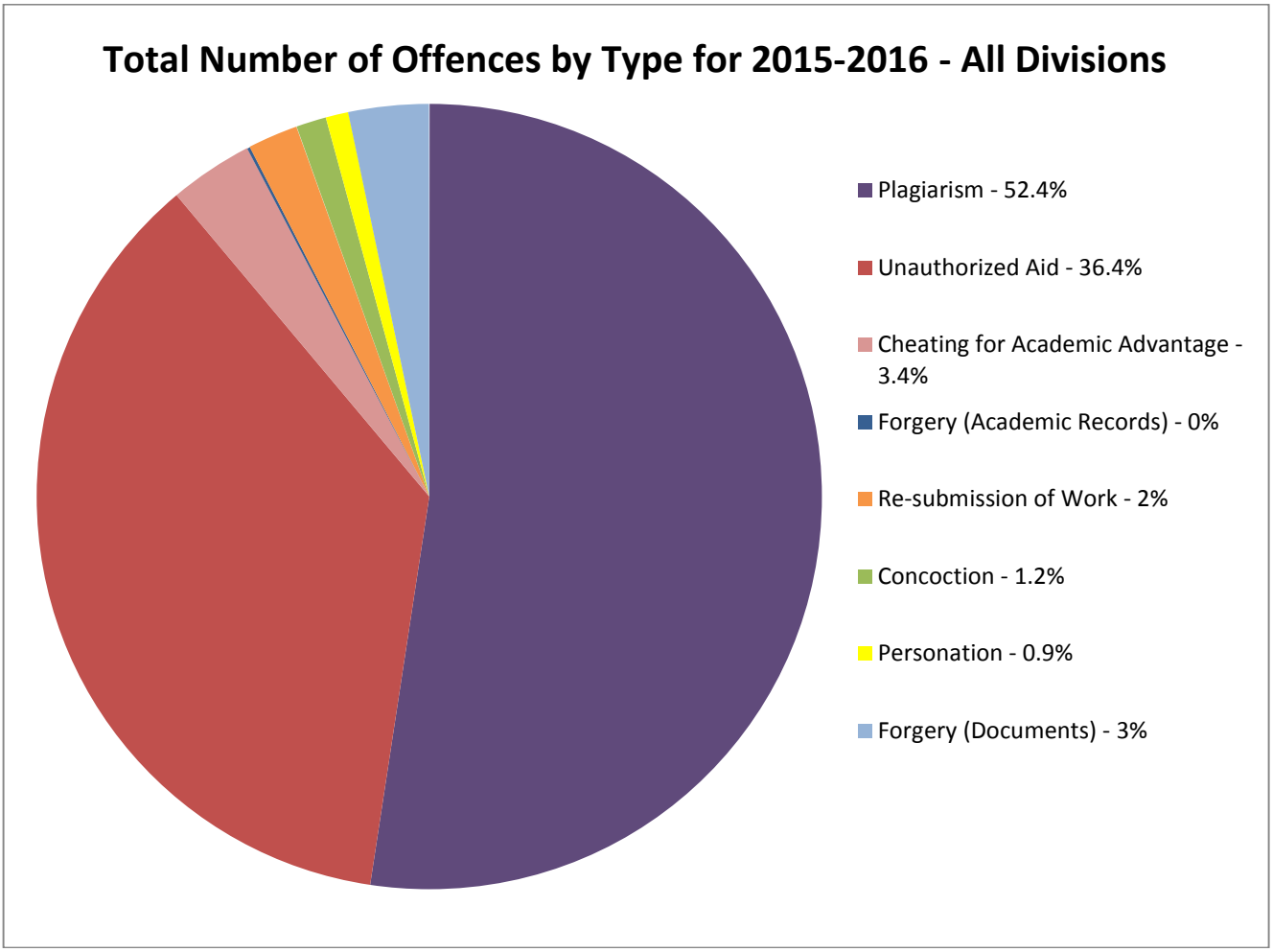

Total Number of Offences by Type for 2015-2016 - All Divisions
Plagiarism - 52.4%
Unauthorized Aid - 36.4%
Cheating for Academic Advantage - 3.4%
Forgery (Academic Records) - 0%
Re-submission of Work - 2%
Concoction - 1.2%
Personation - 0.9%
Forgery (Documents) - 3%

Table 4A: Timeliness between Date of Offence and Case Resolved

Year July 1-June 30	Time between Date of Offence and Case Resolved				
	Within 6 months	Within 9 months	Within 12 months	Within 15 months	Total
2013-14	87.2%	8%	2.6%	1.8%	99.6%
2014-15	90.7%	5.0%	2.4%	1.8%	99.9%*
2015-16	86.1%	7.8%	3.3%	2.8%	100%

*This is because of rounding, but in terms of numbers it is 100%.

Table 4B: Timeliness between Date Academic Integrity Office Became Aware and Case Resolved

Year July 1-June 30	Time between Date Academic Integrity Office Became Aware and Case Resolved				
	Within 6 months	Within 9 months	Within 12 months	Within 15 months	Total
2011-12	97%	1.9%	n/a	n/a	98.9%
2012-13	95%	3.4%	n/a	n/a	98.4%
2013-14	93.8%	3.7%	1.4%	0.6%	99.5%
2014-15	95.8%	2.5%	1.2%	0.5%	100%
2015-16	93%	4.3%	1.5%	1.2%	100%

Table 4C: Timeliness for 2015-2016

	2015-16				
Division	Time between Date of Offence and Case Resolved				
	6 months	9 months	12 months	15 months	Total
Applied Science & Engineering	100%	0%	0%	0.5%	100%
Architecture	80%	10%	0%	10%	100%
Arts & Science	97%	1%	1%	1 %	100%
Dentistry	100%	0%	0%	0%	100%
Graduate Studies	100%	0%	0%	0%	100%
Law	100%	0%	0%	0%	100%
Medicine	100%	0%	0%	0%	100%
Music	100%	0%	0%	0%	100%
Nursing	100%	0%	0%	0%	100%
OISE / UT	100%	0%	0%	0%	100%
Pharmacy	100%	0%	0%	0%	100%
Kinesiology & Physical Education	75%	25%	0%	0%	100%
U of T Mississauga	64%	22.0%	8.0%	6.0%	100%
U of T Scarborough	89%	3%	3.5%	4.5%	100%
Total	86.1%	7.8%	3.3%	2.8%	100%

Table 4D: Timeliness for 2015-2016

	2015-16				
Division	**Time between Date Academic Integrity Office Became Aware and Case Resolved**				
	6 months	**9 months**	**12 months**	**15 months**	**Total**
Applied Science & Engineering	100%	0%	0%	0%	100%
Architecture	80%	10%	0%	10%	100%
Arts & Science	99%	4%	1%	0%	100%
Dentistry	100%	0%	0%	0%	100%
Graduate Studies	100%	0%	0%	0%	100%
Law	100%	0%	0%	0%	100%
Medicine	100%	0%	0%	0%	100%
Music	100%	0%	0%	0%	100%
Nursing	100%	0%	0%	0%	100%
OISE / UT	100%	0%	0%	0%	100%
Pharmacy	100%	0%	0%	0%	100%
Kinesiology & Physical Education	75%	25%	0%	0%	100%
U of T Mississauga	81%	13%	3%	3%	100%
U of T Scarborough	93%	2%	4%	1%	100%
Total	93%	4.3%	1.5%	1.2%	100%

Provost's Annual Report on Cases of Academic Discipline

Appendix B: Summary of University Tribunal Cases 2015-2016

Table 1: Overview of Open Cases

Year July 1-June 30	Cases Carried Forward charges laid before July 1	New Cases charges laid	Total Open Cases	Cases Resolved*	Cases Carried Forward ** (as of July 1, 2016)
2011-12	28	29	57	29	28
2012-13	28	46	74	39	35
2013-14	35	47	82	45	37
2014-15	37	39	76	36	40
2015-16	40	66	106	53	53

*These include cases that were returned to the decanal level/settled.
** The cases carried forward are not all active as some were closed after June 30th.

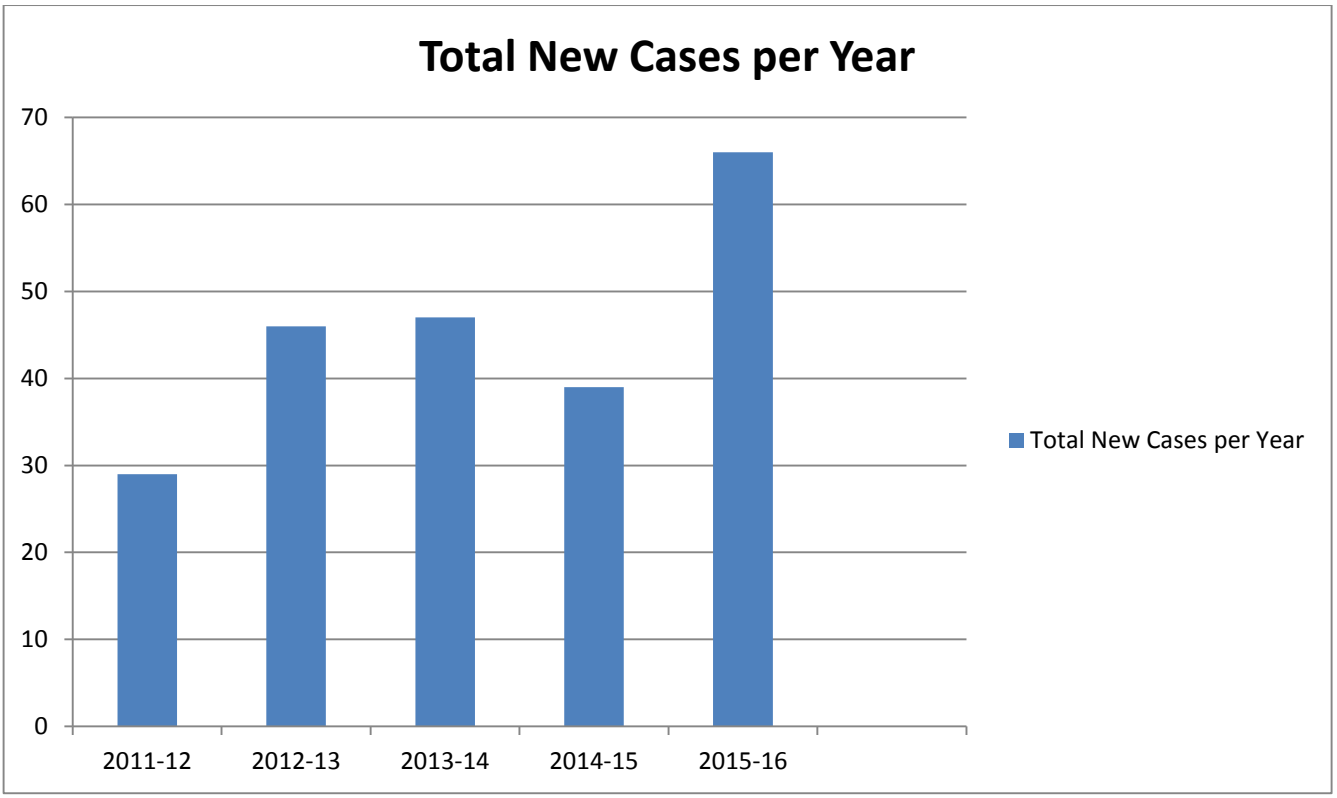


Table 2: Total Number of Cases by Final Outcome

Outcome	2011-12	2012-13	2013-14	2014-15	2015-16
Acquittal*	1	1	0	0	1
Degree Recall	1	0	0	1	1
Expulsion from University	7	6	7	6	8
Suspension	13	13	19	18	24
Returned to Decanal Level / Minutes of Settlement/Charges Withdrawn	7	19	19	11	19

* Please note that some students were acquitted of some of the charges against them, but it is not reflected here as this column refers to those acquitted of all charges.

Table 3: Total Number of Cases Appealed*

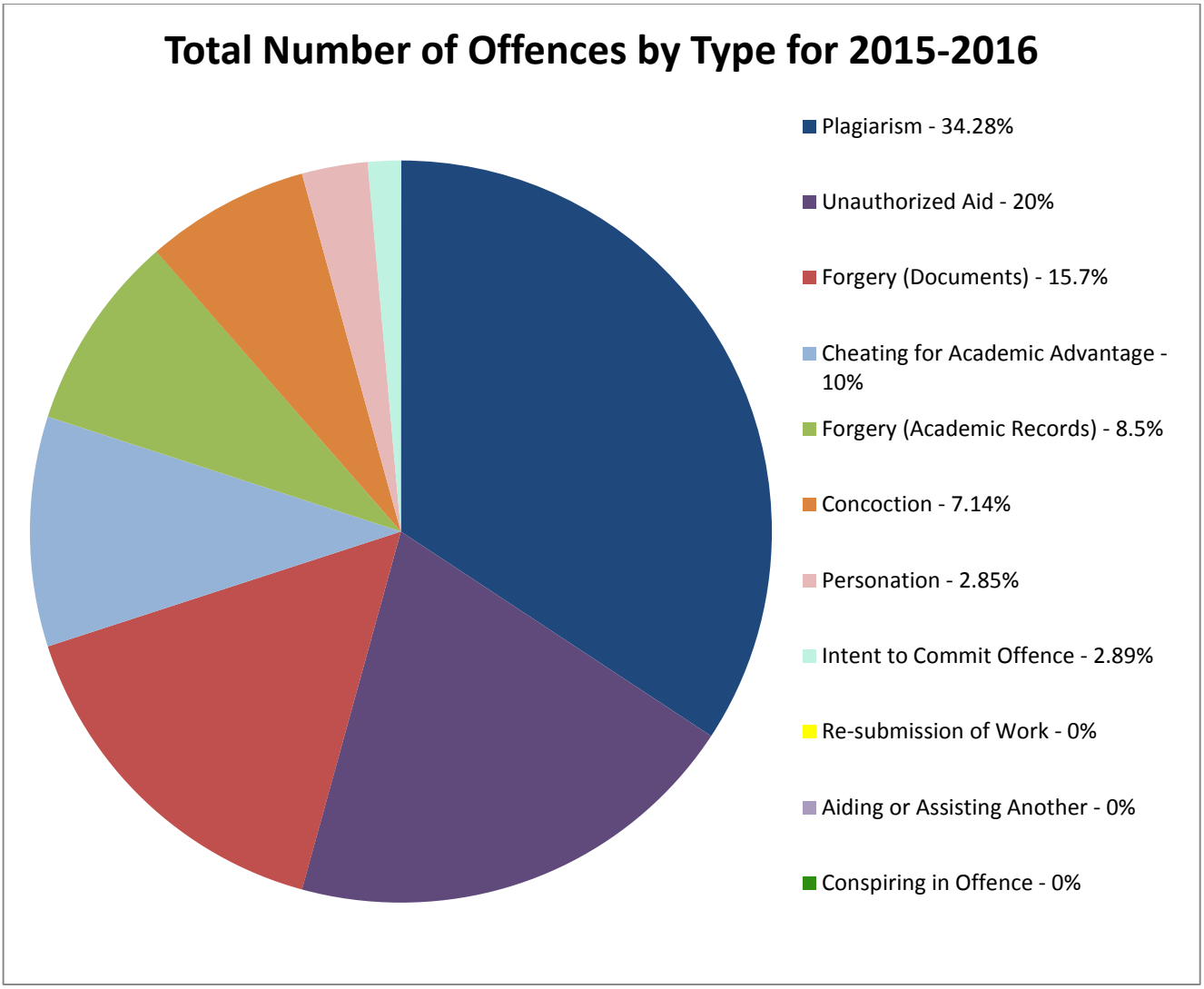
	2011-12	2012-13	2013-14*	2014-15	2015-16
Total	1	2	1	1	1

* Some other cases were appealed during this period but they will be recorded in the year the decision is issued.

Table 4: Total Number of Offences by Type*

Charge Code	Charge Text	2011-12	2012-13	2013-14	2014-15	2015-16
B.i.1(a)	Forgery (documents, not transcripts)	35	52	34	32	11
B.i.1(b)	Unauthorized aid or receiving assistance	16	12	20	9	14
B.i.1(c)	Personation	7	1	10	4	2
B.i.1(d)	Plagiarism	15	29	33	17	24
B.i.1(e)	Re-submission of work	0	1	1	1	0
B.i.1(f)	Concoction	2	7	4	2	5
B.i.3(a)	Forgery (academic records)	13	5	13	6	6
B.i.3(b)	Cheating for academic advantage	0	12	2	3	7
B.ii.1(a).ii	Aiding or assisting another	0	2	1	1	0
B.ii.1(a).iv	Conspiring in offence	0	0	1	0	0
B.ii.2	Intent to commit offence	0	1	2	0	1

*Starting in 2014-15, we do not include offences that went back to the decanal level, as they are now counted by the Divisions. This is to avoid double-counting. For the Tribunal level we do not choose the primary offence, but rather, count all offences for which the Tribunal found an individual guilty.


Total Number of Offences by Type for 2015-2016
Plagiarism - 34.28%
Unauthorized Aid - 20%
Forgery (Documents) - 15.7%
Cheating for Academic Advantage - 10%
Forgery (Academic Records) - 8.5%
Concoction - 7.14%
Personation - 2.85%
Intent to Commit Offence - 2.89%
Re-submission of Work - 0%
Aiding or Assisting Another - 0%
Conspiring in Offence - 0%

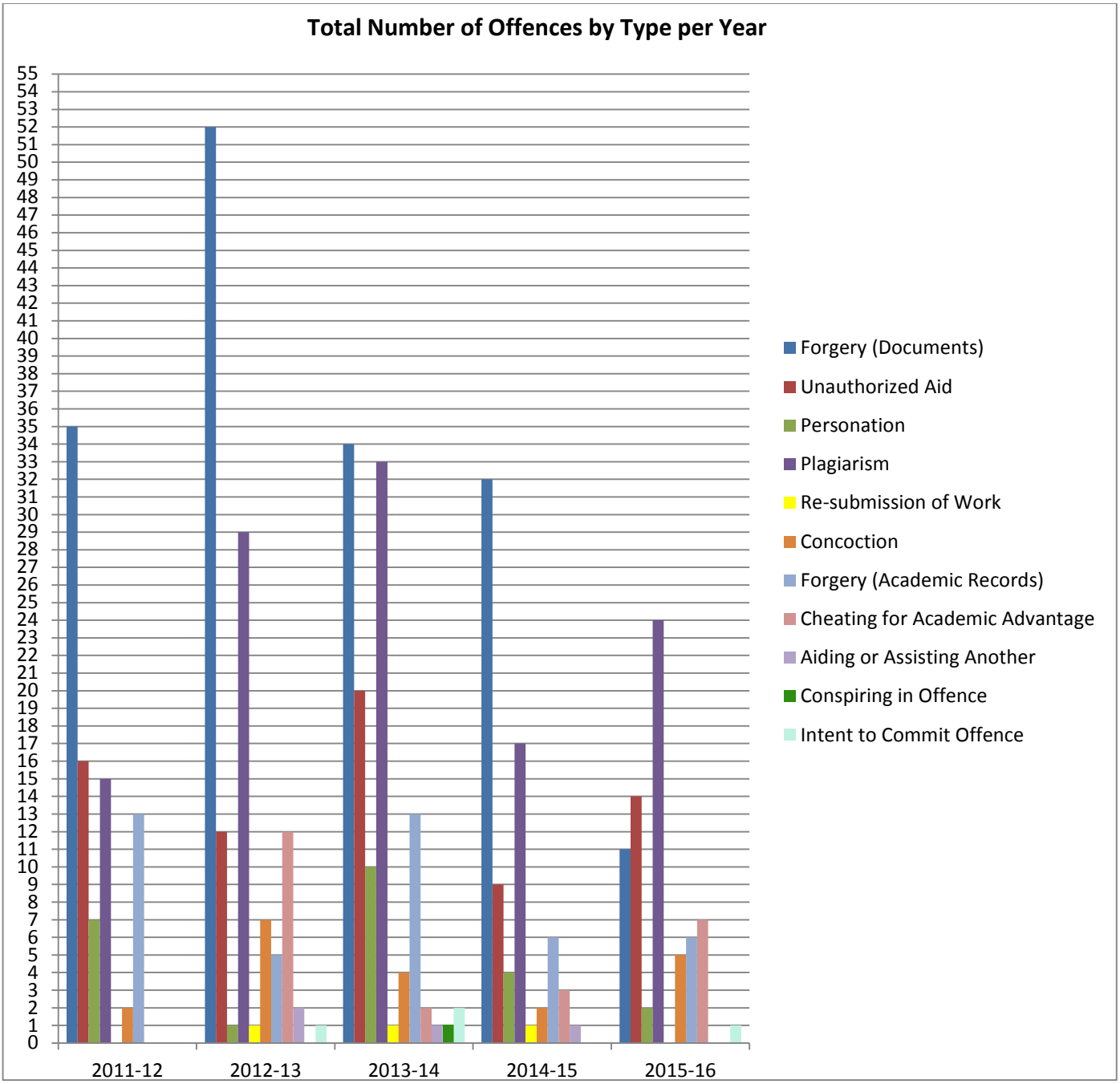


Table 5: Total Number of Offenders by Division

Division	2011-12	2012-13	2013-14*	2014-15	2015-16
Applied Science & Engineering	3	3	3	2	2
Arts & Science	12	11	12	6	17
Dentistry	0	0	0	0	0
Graduate Studies	3	3	1	4	1
Law	0	0	1	0	0
Medicine	0	0	0	0	1
Music	0	0	0	0	0
Nursing	0	0	0	0	0
OISE / UT	0	0	0	0	0
Pharmacy	0	0	0	0	0

Kinesiology & Physical Education	0	0	0	0	0
U of T Mississauga	2	10	18	13	24
U of T Scarborough	9	12	10	11	8

* These include offenders whose cases went back to decanal level for resolution/settled.

Table 6a: Timeliness between Charges Laid and Order Issued

Year July 1-June 30	Time between Charges Laid and Order Issued*				
	Within 6 months	Within 9 months	Within 12 months	Within 15 months	Total
2011-12	56%	13%	n/a	n/a	n/a
2012-13	62%	28%	n/a	n/a	n/a
2013-14	59%	23%	4.5%	9%	95.5%
2014-15	24%	16%	28%	0%	68%
2015-16	78%	13%	3%	6%	100%**

* This does not include offenders whose cases went back to decanal level for resolution or were settled but does include decisions that were appealed.

** This is calculated based on the total number of cases where an Order was issued. Therefore, out of all the cases for which an Order was issued, in 100% of those cases, an Order was issued within 15 months. Further in 94% of all cases an Order was issued.

Table 6b: Timeliness between Charges Laid and Written Reasons

Year July 1-June 30	Time between Charges Laid and Written Reasons*				
	Within 6 months	Within 9 months	Within 12 months	Within 15 months	Total
2011-12	18%	50%	n/a	n/a	n/a
2012-13	30%	40%	n/a	n/a	n/a
2013-14	31%	23%	19%	12%	85%
2014-15	16%	4%	8%	24%	52%
2015-16	47%	26%	12%	3%	88%

* This does not include offenders whose cases went back to decanal level for resolution or were settled but does include decisions that were appealed.

** **NOTE:** In 100% of cases, either an Order or written reasons were issued within 15 months.