

## **Provost's Annual Report on Cases of Academic Discipline 2016-17**

Every year academic divisions at the University of Toronto are asked to report on cases that they have addressed under Section C of the *Code of Behaviour on Academic Matters* (the 'Code'). Information is also collected for the number of cases which come before the University Tribunal. 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 preamble to section C of the *Code* succinctly captures the University of Toronto's approach to cases of academic discipline:

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 University's Proactive Approach towards Academic Integrity

The University of Toronto maintains a primarily proactive approach towards academic integrity. The Provostial Advisory Group on Academic Integrity was established to consider broader academic integrity education and policy issues. The Advisory 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 student-focused website on academic integrity was launched in 2014 at [academicintegrity.utoronto.ca](http://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.

The Advisory Group also developed a set of 'Just in Time' academic integrity slides and posters for students this year, which are displayed in both electronic and print format across all three campuses. These slides caution students regarding some common scenarios that may land them in violation of the *Code*, based on fact patterns seen repeatedly at the University Tribunal.

The Advisory Group has also initiated a number of training and discussion sessions for faculty and staff members working on academic integrity issues. Most recently, a session planned by the Advisory Group and attended by 40 faculty and staff members from across all three campuses, offered a panel led by University legal counsel on best practices in addressing academic integrity cases under the *Code*, and one led by Student Life professionals on meeting with students in stressful contexts.

At UTSC, an academic integrity module has been embedded into some PSYCH 100 courses, thanks to 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. And 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.

### Methodology

Our statistics-collection form tracks 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 visual clarity through the use of graphs and pie charts.

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* 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 report provides a summary of both divisional and University Tribunal Cases for the academic years from 2012-13 to 2016-17.

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 Appeals, Discipline and Faculty Grievances ('ADFG') Office, continue to make process improvements and develop protocols related to investigating, resolving, scheduling, tracking and issuing decisions.

**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. 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 6), and why the total number of offences indicated in Table 3 (page 6) 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 2016-17 year (pages 7 and 8).

**Appendix B** provides a summary of University Tribunal cases. At the Tribunal level, charges were laid in 68 new cases. Sixty cases sent to the Tribunal were resolved during the 2016-17 academic year. Twenty-two of these cases were sent back to the division or resolved by minutes of settlement. It should be noted that even though the data show 60 cases as being carried forward to the next year, some of these have been resolved and will be reported in the 2017-18 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 forgery, which is

reflected in both pie chart form, and also in bar graph form mapped over time, and found at pages 13 and 14 in Appendix B.

In terms of timeliness of resolutions, as can be seen in Table 4C of Appendix A (Summary of Divisional Academic Discipline Cases) (pages 9 and 10), over 95% of divisional cases are resolved within nine-month time frame, when measured from date of offence. This number increases to 97.6% 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 of the Tribunal to help move the process forward. Further, the Tribunal's *Rules of Practice and Procedure* reference normal timelines for the release of written reasons, and the ADFG Office references those timelines in the chairs' appointment letters. Further, for the past two years the number of co-chairs of the Tribunal appointed has increased, to assist with the volunteer workload.

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 Appendix B: Summary of University Tribunal Cases. 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, over 94% of Tribunal cases had an Order issued within 9 months from the date charges were laid, while 95% of all cases had either an Order or written reasons issued within 15 months from the date charges were laid. (See Tables 6a and 6b of Appendix B: Summary of University Tribunal Cases on pages 15 and 16 for more detailed breakdown.)

## Appendix A: Summary of Divisional Academic Discipline Cases 2016-2017

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

Division	2012-13	2013-14	2014-15*	2015-16	2016-17
Applied Science & Engineering	206	189	146 = 2.6%	99= 1.7%	75 = 1.3%
Architecture	n/a	3	8 = 1.3%	7= 0.8%	13 = 1.4%
Arts & Science	394	645**	509 = 2.0%	590= 2.1%	718 = 2.6%
Dentistry	1	0	1 = 0.2%	11= 2.6%	7 = 1.6%
Graduate Studies***	22	18	23 = 0.1%	44= 0.3%	41 = 0.2%
Law	0	2	0 = 0%	2= 0.3%	0 = 0%
Medicine	2	0	0 = 0%	2= 0.04%	4 = 0.1%
Music	4	4	6 = 1.0%	4= 0.7%	0 = 0 %
Nursing	0	2	0 = 0%	4= 1.1%	1 = 0.3%
OISE / UT	0	1	1 = 0.1%	1= 0.3%	0 = 0 %
Pharmacy	5	8	50 = 4.7%	12= 1.1%	21 = 1.9%
Faculty of Kinesiology and Physical Education	3	18	8 = 0.9%	4= 0.4%	21 = 2.0%
U of T Mississauga	303	347	382 = 3.0%	432= 3.2%	503 = 3.6%
U of T Scarborough	205	160	149 = 1.3%	218= 1.7%	414 = 3.2%
<b>Total</b>	<b>1145</b>	<b>1397</b>	<b>1283=1.5%<sup>1</sup></b>	<b>1430= 1.6%</b>	<b>1818 = 2.1%</b>

\*Percentage of total students per division were first calculated in this year.

\*\*Arts & Science adopted 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

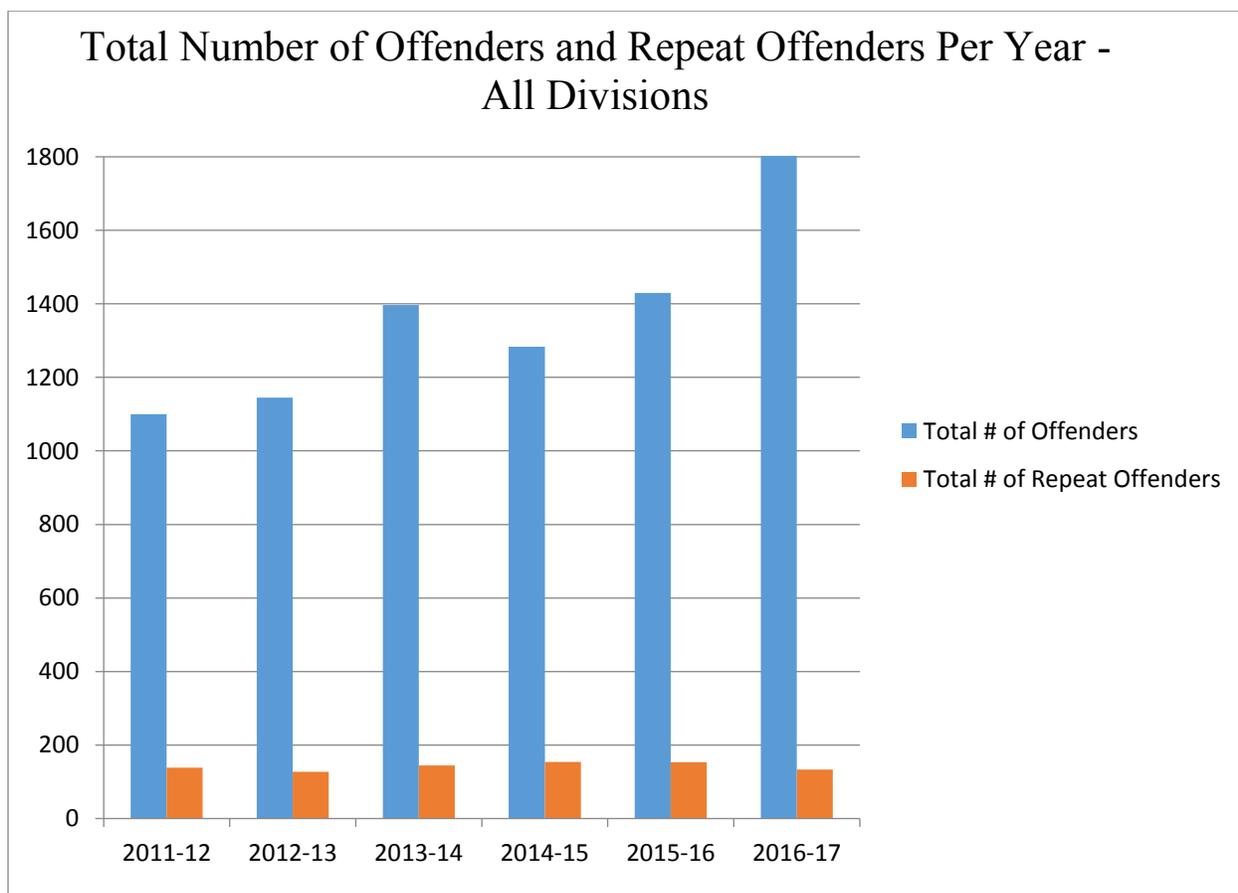
**Table 2: Total Number of Repeat Student Offenders by Division (only where sanction is imposed)**

Division	2012-13	2013-14	2014-15	2015-16	2016-17
Applied Science & Engineering	21	9	26	12	10
Architecture	n/a	0	0	0	0
Arts & Science	59	71	61	61	58
Dentistry	0	0	0	0	0
Graduate Studies	1	0	0	1	0
Law	0	0	0	0	0
Medicine	0	0	0	0	0

<sup>1</sup> This calculation for 2014-15 inadvertently did not include graduate students, but has been corrected for subsequent years.

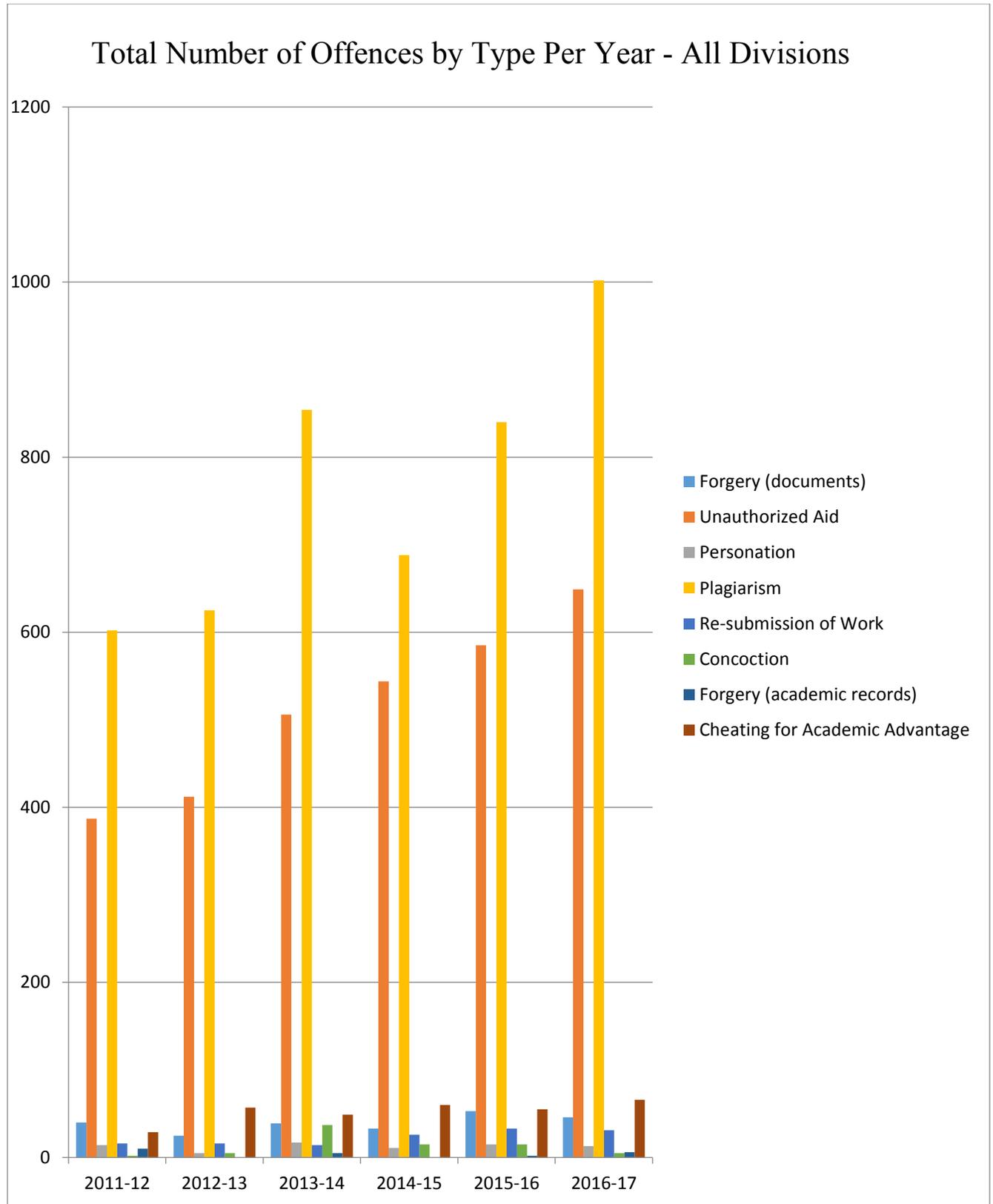
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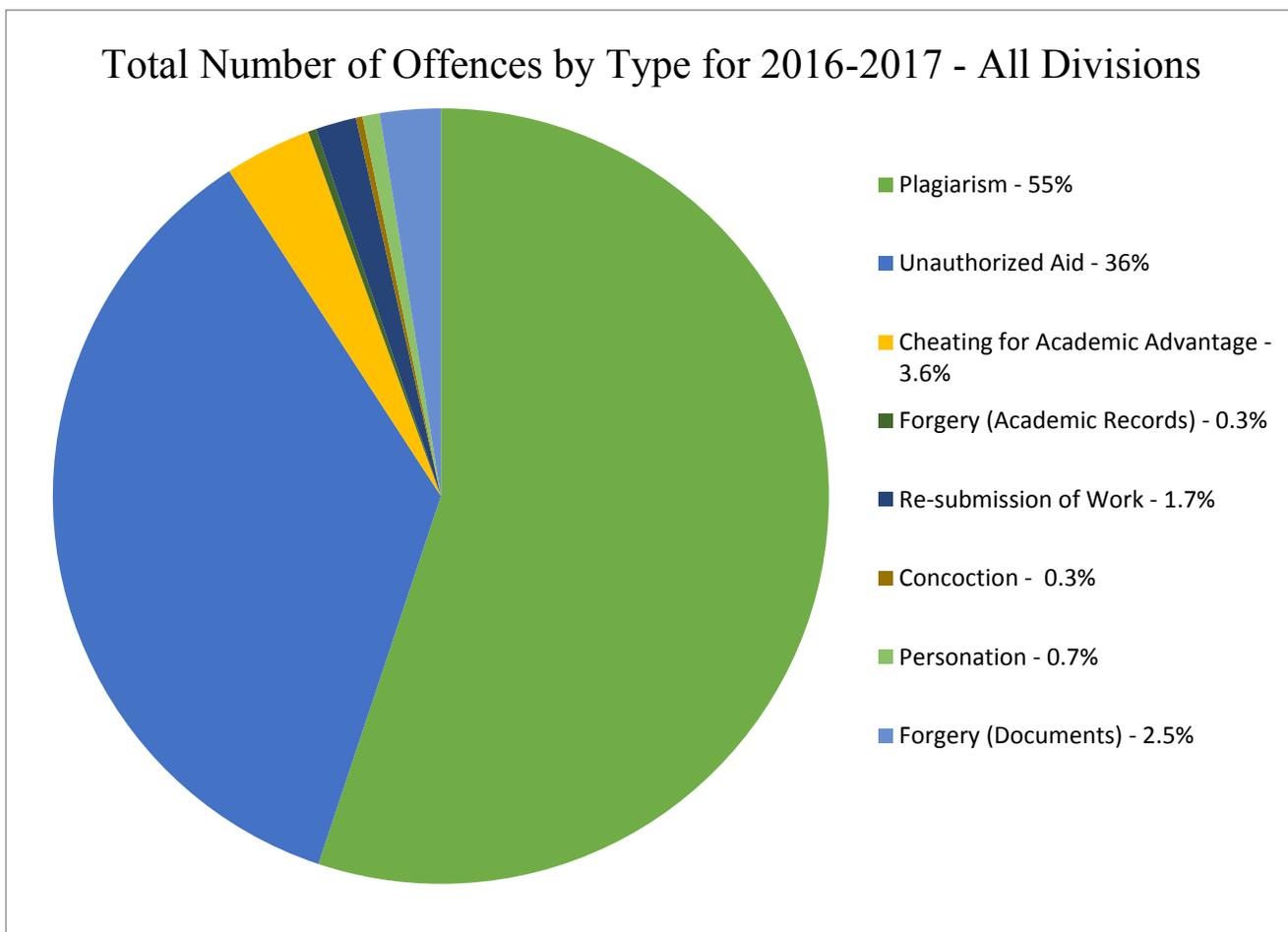
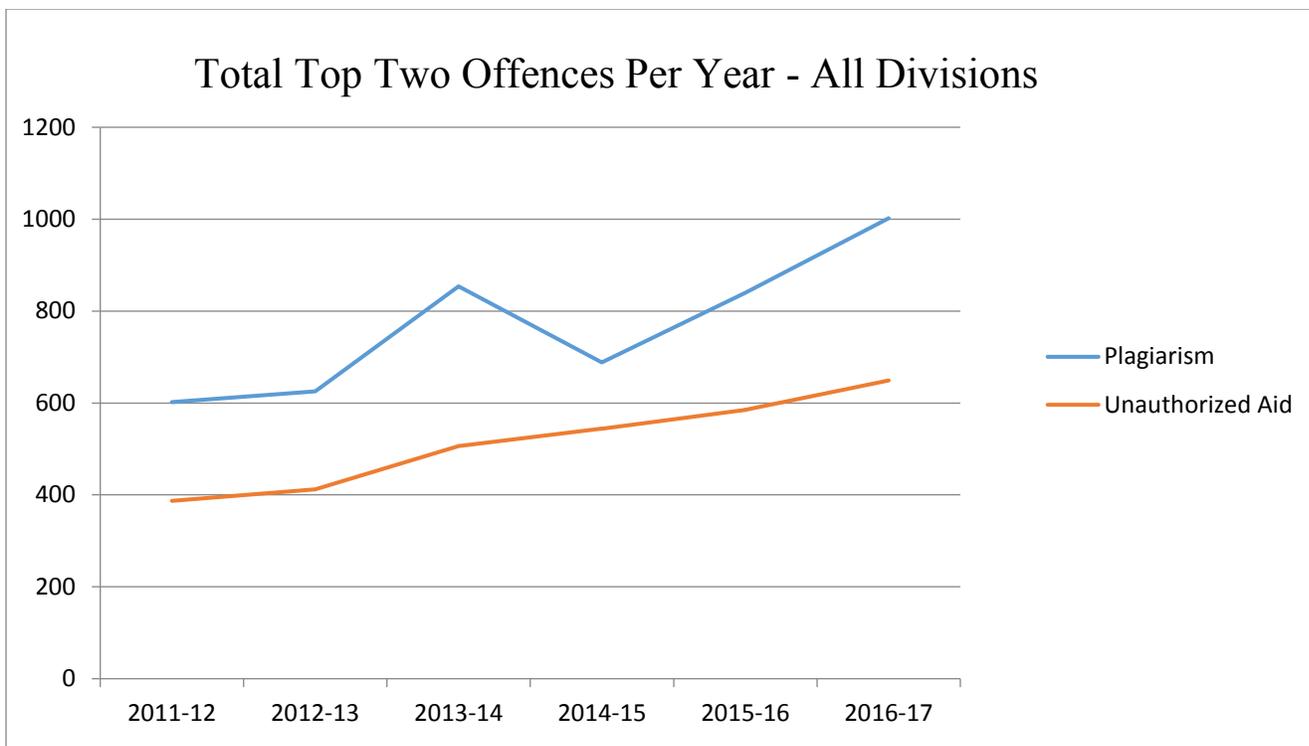
Music	0	2	1	0	0
Nursing	0	0	0	0	0
OISE / UT	0	0	0	0	0
Pharmacy	0	0	0	0	0
Faculty of Kinesiology and Physical Education	0	1	0	0	0
U of T Mississauga	35	46	37	62	54
U of T Scarborough	11	15	29	17	11
<b>Total</b>	<b>127</b>	<b>144</b>	<b>154</b>	<b>153</b>	<b>133</b>



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

<b>Charge Code</b>	<b>Charge Text</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
B.i.1(a)	Forgery (documents, not transcripts)	25	39	33	53	46
B.i.1(b)	Unauthorized aid	412	506	544	585	649
B.i.1(c)	Personation	5	17	11	15	13
B.i.1(d)	Plagiarism	625	854	688	840	1002
B.i.1(e)	Re-submission of work	16	14	26	33	31
B.i.1(f)	Concoction	5	37	15	20	5
B.i.3(a)	Forgery (academic records)	0	5	0	2	6
B.i.3(b)	Cheating for academic advantage	57	49	60	55	66
	<b>Total</b>	<b>1145</b>	<b>1521</b>	<b>1377</b>	<b>1603</b>	<b>1818</b>





**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	6-9 months	9-12 months	12-15 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%
2016-17	89.2%	6.3%	1.9%	2.5%	99.9%*

\*This percentage results from rounding of the various categories, as all cases were resolved within 15 months.

**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	6-9 months	9-12 months	12-15 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%
2016-17	94.7%	2.9%	1.2%	1.2%	100%

**Table 4C: Timeliness for 2016-2017- By Division**

Division	Time between Date of Offence and Case Resolved, 2016-17				
	6 months	6-9 months	9-12 months	12-15 months	Total
Applied Science & Engineering	100%	0%	0%	0%	100%
Architecture	100%	0%	0%	0%	100%
Arts & Science	96%	3%	0.4%	0.6%	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%

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Music	N/A	N/A	N/A	N/A	N/A
Nursing	100%	0%	0%	0%	100%
OISE / UT	N/A	N/A	N/A	N/A	N/A
Pharmacy	96%	4%	0%	0%	100%
Kinesiology & Physical Education	62%	38%	0%	0%	100%
U of T Mississauga	73.2%	14%	5.4%	7.4%	100%
U of T Scarborough	94.2%	3.4%	1.2%	1.2%	100%
<b>Total</b>	<b>89.2%</b>	<b>6.3%</b>	<b>1.9%</b>	<b>2.5%</b>	<b>99.9%*</b>

\* This percentage results from rounding of the various categories, as all cases were resolved within 15 months.

**Table 4D: Timeliness for 2016-2017- By Division**

Division	Time between Date Academic Integrity Office Became Aware and Case Resolved, 2016-17				
	6 months	6-9 months	9-12 months	12-15 months	Total
Applied Science & Engineering	100%	0%	0%	0%	100%
Architecture	100%	0%	0%	0%	100%
Arts & Science	99%	0.1%	0.4%	0.4%	99.9%*
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	N/A	N/A	N/A	N/A	N/A
Nursing	100%	0%	0%	0%	100%
OISE / UT	N/A	N/A	N/A	N/A	N/A
Pharmacy	96%	4%	0%	0%	100%
Kinesiology & Physical Education	62%	38%	0%	0%	100%
U of T Mississauga	87.2%	5.8%	3.6%	3.4%	100%
U of T Scarborough	96%	3.4%	0.3%	0.3%	100%
<b>Total</b>	<b>94.7%</b>	<b>2.9%</b>	<b>1.2%</b>	<b>1.2%</b>	<b>100%</b>

\* This percentage results from rounding of the various categories, as all cases were resolved within 15 months.

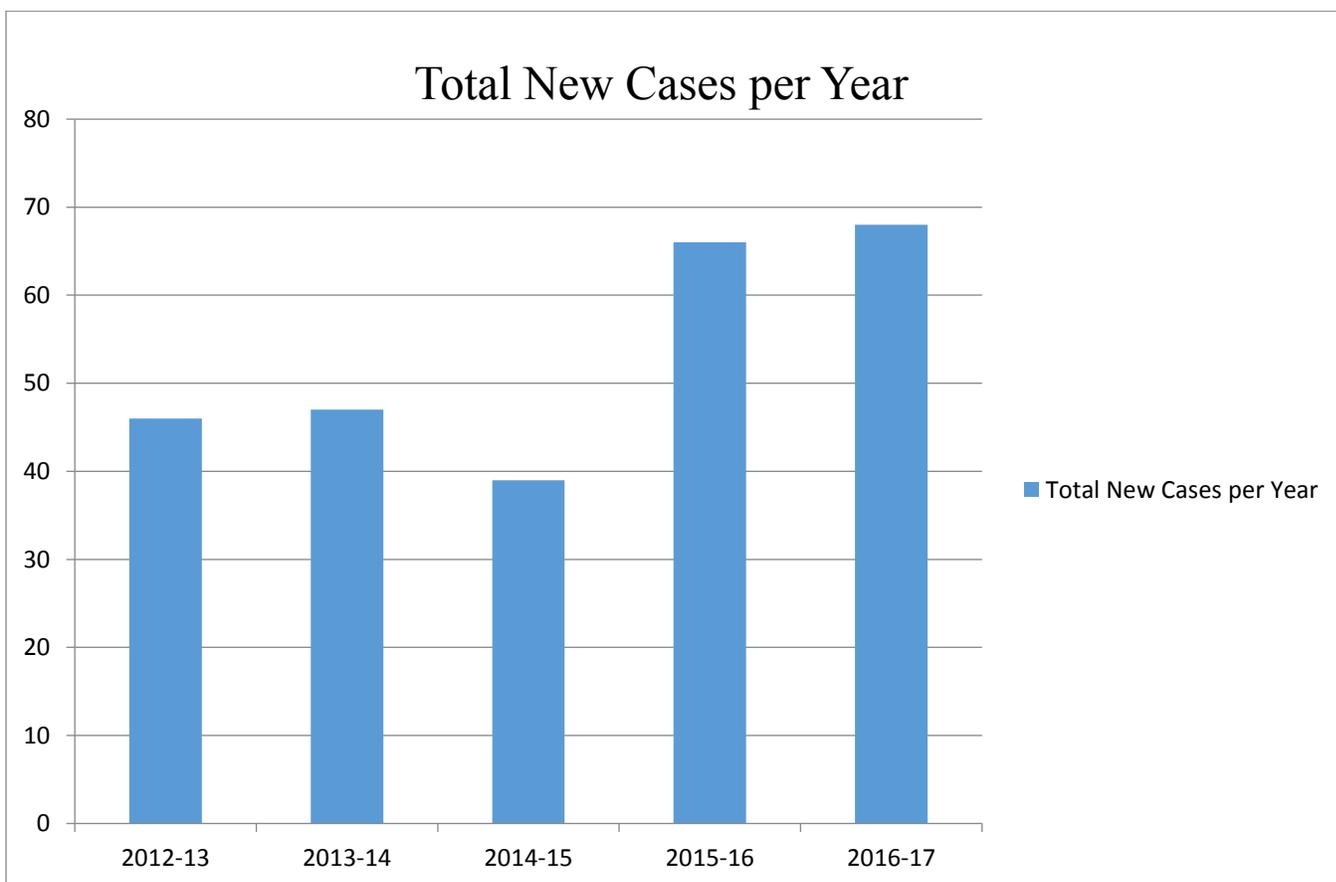
## Appendix B: Summary of University Tribunal Cases 2016-2017

**Table 1: Overview of Open Cases**

<b>Year</b> July 1-June 30	<b>Cases Carried Forward</b> charges laid before July 1	<b>New Cases</b> charges laid	<b>Total Open Cases</b>	<b>Cases Resolved*</b>	<b>Cases Carried Forward **</b> (as of July 1, 2017)
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
2016-17	53	68	121	61	60

\*These include cases that were returned to the division or settled.

\*\* Not all cases categorized as carried forward remain active, as some were closed after June 30, 2017.



**Table 2: Total Number of Cases by Final Outcome**

Outcome	2012-13	2013-14	2014-15	2015-16	2016-17
Acquittal*	1	0	0	1	0
Degree Recall	0	0	1	1	0
Expulsion from University	6	7	6	8	8
Suspension	13	19	18	24	31
Returned to Division/ Minutes of Settlement/Charges Withdrawn	19	19	11	19	22

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

**Table 3: Total Number of Cases Appealed\***

	2012-13	2013-14*	2014-15	2015-16	2016-17
Total	2	1	1	1	2

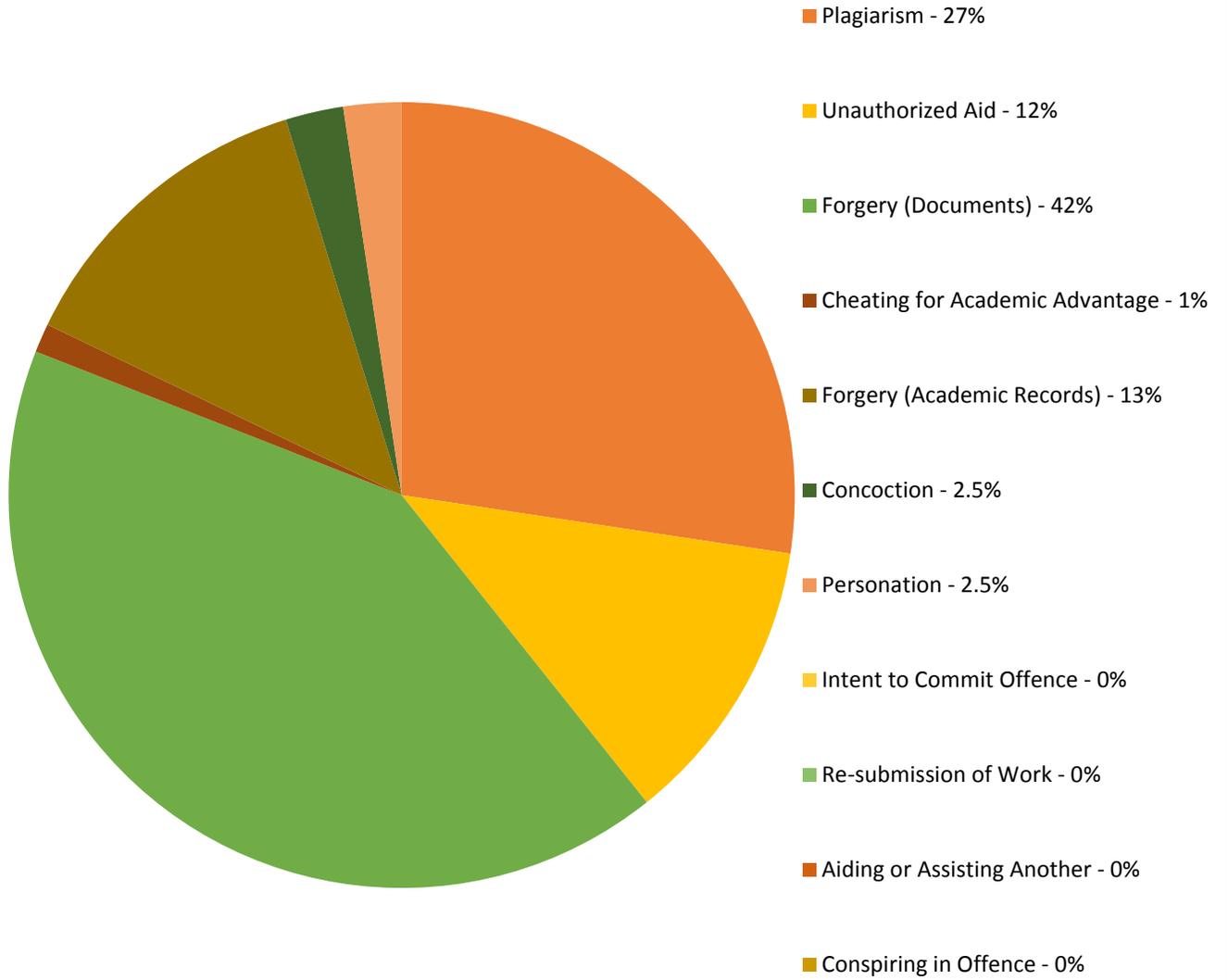
\* Cases appealed during this period are recorded in the year the decision is issued.

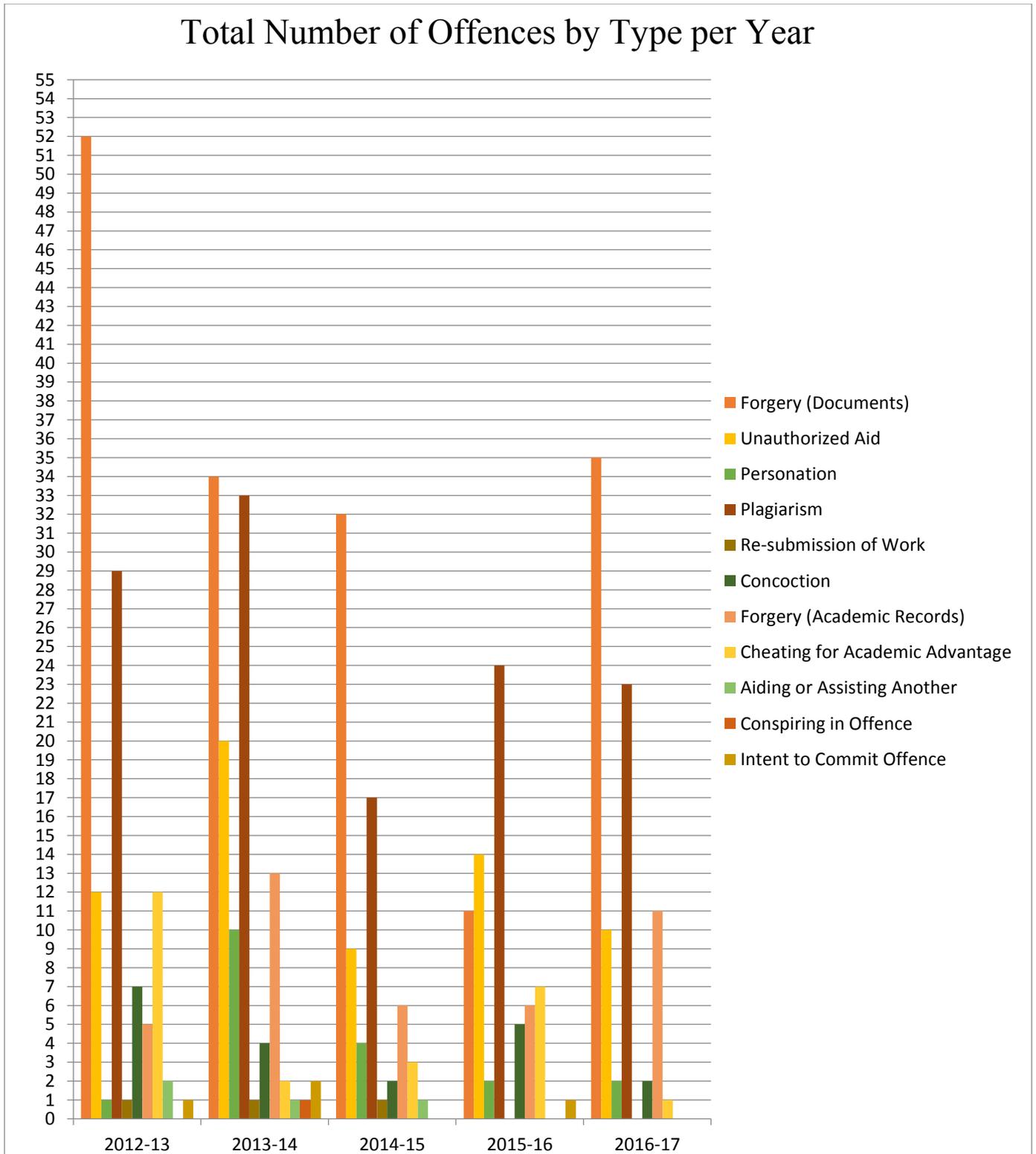
**Table 4: Total Number of Offences by Type\***

Charge Code	Charge Text	2012-13	2013-14	2014-15	2015-16	2016-17
B.i.1(a)	Forgery (documents, not transcripts)	52	34	32	11	35
B.i.1(b)	Unauthorized aid or receiving assistance	12	20	9	14	10
B.i.1(c)	Personation	1	10	4	2	2
B.i.1(d)	Plagiarism	29	33	17	24	23
B.i.1(e)	Re-submission of work	1	1	1	0	0
B.i.1(f)	Concoction	7	4	2	5	2
B.i.3(a)	Forgery (academic records)	5	13	6	6	11
B.i.3(b)	Cheating for academic advantage	12	2	3	7	1
B.ii.1(a).ii	Aiding or assisting another	2	1	1	0	0
B.ii.1(a).iv	Conspiring in offence	0	1	0	0	0
B.ii.2	Intent to commit offence	1	2	0	1	0

\*We do not count in this table offences that were returned to the division, 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 2016-2017





**Table 5: Total Number of Offenders by Division**

<b>Division*</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>
Applied Science & Engineering	3	3	2	2	2
Architecture, Landscape, Design	NA**				2
Arts & Science	11	12	6	17	12
Dentistry	0	0	0	0	0
Graduate Studies	3	1	4	1	4
Law	0	1	0	0	0
Medicine	0	0	0	1	0
Music	0	0	0	0	0
Nursing	0	0	0	0	0
OISE / UT	0	0	0	0	0
Pharmacy	0	0	0	0	1
Kinesiology & Physical Education	0	0	0	0	0
U of T Mississauga	10	18	13	24	34
U of T Scarborough	12	10	11	8	6

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

\*\* This division did not include any undergraduate students prior to 2016, and consequently all cases were captured within the Graduate Studies category prior to that year.

**Table 6a: Timeliness between Charges Laid and Order Issued**

<b>Year</b> July 1-June 30	<b>Time between Charges Laid and Order Issued</b>				
	<b>Within 6 months</b>	<b>6-9 months</b>	<b>9 -12 months</b>	<b>12-15 months</b>	<b>Total*</b>
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%
2016-17	74.3%	20%	3%	0%	97%

\* The total is calculated based on the total number of cases where an Order was issued. For 2016-17, an Order was issued in 90% of all cases that went to a hearing.

**Table 6b: Timeliness between Charges Laid and Written Reasons**

Year July 1-June 30	Time between Charges Laid and Written Reasons				
	Within 6 months	6-9 months	9-12 months	12-15 months	Total
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%
2016-17	33%	31%	31%	0%	95%

**NOTE:** Tables 6a and 6b do not include offenders whose cases went back to the division for resolution or were settled, but do include decisions that were appealed. Also, in 95% of cases that proceeded to a hearing, either an Order or written reasons were issued within 15 months.