MD Program Academic Integrity Guidelines

Approval body: MD Program Curriculum Committee
Date of original adoption: 20 June 2017
Date of last review: 20 June 2017
Date of next scheduled review: 20 June 2021

Overview
The MD Program’s academic integrity guidelines are informed by the University of Toronto’s Code of Behaviour on Academic Matters. Suspected breaches of academic integrity by MD students are addressed in accordance with the flow chart on the following page.
### Suspected breach of academic integrity

#### Meeting with Course Director (or designate)
Course Director informs student of concerns in writing and meets with student on a *without prejudice* basis.

<table>
<thead>
<tr>
<th>Course Director satisfied no breach occurred</th>
<th>Course Director believes breach occurred</th>
<th>Student does not respond</th>
</tr>
</thead>
<tbody>
<tr>
<td>No further action required, unless fresh evidence comes to the attention of the Course Director in which case the Course Director meets with the student again.</td>
<td>Course Director refers matter to Curriculum (Foundations/Clerkship) Director. Course Director may <em>not</em> impose sanctions, including ‘marking down’ an assignment independent of the academic integrity process.</td>
<td></td>
</tr>
</tbody>
</table>

#### Meeting with Curriculum (Foundations/Clerkship) Director (or designate)
Curriculum Director notifies student in writing and meets with student on a *with prejudice*** basis. The Course Director may be invited to attend the meeting.

<table>
<thead>
<tr>
<th>Curriculum Director convinced no breach</th>
<th>Student admits to breach</th>
<th>Student admits to breach and has prior breach(es) on record</th>
<th>Student does not admit to breach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student informed; no further action required.</td>
<td>Curriculum Director can impose educational activities and/or sanction up to and including grade of zero on assignment.</td>
<td>If Curriculum Director believes that a sanction of greater than a grade of zero on the assignment would be appropriate, refers matter to Vice Dean.</td>
<td>Curriculum Director refers matter to Vice Dean.</td>
</tr>
</tbody>
</table>

If the student is dissatisfied with the sanction imposed by the Curriculum Director, the student may refer the matter to the Vice Dean for consideration.

#### Meeting with Vice Dean (or designate)
Vice Dean notifies student in writing and meets with student on a *with prejudice*** basis. The Curriculum Director and/or Course Director may be invited to attend.

<table>
<thead>
<tr>
<th>Vice Dean convinced no breach</th>
<th>Student admits to breach</th>
<th>Student does not admit to breach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student informed; no further action</td>
<td>Vice Dean can impose sanction up to and including 12 month suspension. Vice Dean can also impose transcription notation.</td>
<td>If third or more breach, Vice Dean refers matter to Provost.</td>
</tr>
</tbody>
</table>

If the student is dissatisfied with the sanction imposed by the Vice Dean, the student may refer the matter to the Provost for consideration.

#### University Tribunal
If charges are laid by the Provost, the case proceeds to a hearing of the University Tribunal, Trial Division, with a panel consisting of a student, a faculty member, and a Tribunal chair (a lawyer independent of the University). The University is represented by counsel; student may also bring legal representation.

A detailed description of the Tribunal process, including appeals to Tribunal decisions, is available on the Office of Appeals, Discipline & Faculty Grievances (ADFG) webpage.
* In this context, meeting with the student on a “without prejudice” basis means that nothing the student says in the meeting with the Course Director (or designate) may be used as evidence against the student should the matter go to a University Tribunal hearing. The Course Director’s account of the meeting can, however, be used to facilitate resolution at the level of the Curriculum Director or Vice Dean.

** In this context, meeting with the student on a “with prejudice” basis means that anything the student says in the meeting with the Curriculum Director or Vice Dean may be used as evidence against the student should the matter go to a University Tribunal hearing.

According to the Code of Behaviour on Academic Matters, “Where a proctor or invigilator, who is not a faculty member, has reason to believe that an academic offence has been committed by a student at an examination or test, the proctor or invigilator shall so inform the student’s dean or department chair [relevant Course Director or Curriculum Director, as appropriate, for the MD Program], as the case may be, who shall proceed as if he or she were an instructor [Course Director], by analogy to the other provisions of this section.” [C.i.(a) Divisional Procedures, 14]

“In the case of alleged offences not covered by the procedures above and not involving the submission of academic work, such as those concerning forgery or uttering, and in cases involving cancellation, recall or suspension of a degree, diploma or certificate, the procedure shall be regulated by analogy to the other procedures set out in this section.” [C.i.(a) Divisional Procedures, 15]