

**CHARTERED PROFESSIONAL
ACCOUNTANTS OF ONTARIO**

ACADEMIC CODE OF CONDUCT
Implemented by the Council February 21, 2014

INTRODUCTION

CPA Ontario Academic Code of Conduct (“Academic Code”) applies to individuals who are Members, Students, Applicants and Enrollees. The Academic Code does not supersede the CPA Ontario’s Code of Professional Conduct.

ACADEMIC OFFENCES

In order to maintain the academic integrity of all CPA Ontario educational programs including continuing professional education programs and to ensure that individuals meet the ethical, professional and behavioural standards of the profession, CPA Ontario has adopted this Academic Code. For the purposes of the Academic Code the evaluation of learning or performance includes but is not limited to any examination, quiz, test or other means of evaluation in the learning process.

Under the Academic Code the following are considered to be offences:

1. **Plagiarism** – Plagiarism is offering for evaluation the work of another that is not your own, and this includes but is not limited to submitting work without proper acknowledgment and attribution, regardless of whether there was an intention to deceive.
2. **Cheating** – Cheating is defined as any form of behaviour in the evaluation of learning process designed to gain an improper advantage whether by deception or dishonesty. Cheating includes but is not limited to:
 - the use or possession of unauthorized materials, information, or the receipt of unauthorized assistance, on or during an evaluation of learning or experience and includes but is not limited to:
 - unauthorized collaboration with another individual including copying from their examination papers;
 - theft or unauthorized retention of examination, program, or other course or program related materials;
 - unless specifically requested to do so, submitting for evaluation work that was previously submitted in another course or other program;

- the use of unauthorized electronic or mechanical devices that are capable of aiding student performance or providing an advantage during the process to evaluate learning or performance;
- impersonation, which includes the assumption of another's identity or having another person assume the identity of an individual for the purpose of attending classes, taking online education courses or any other education-related program, including any process used in the evaluation learning or performance;
- falsification of any document used in the evaluation of learning or performance process, but does not include an honest error or mistake or the creation of documents specifically for learning or evaluation purposes where the document is deliberately intended to create a hypothetical scenario for learning or evaluative purposes and has been required as part of an education program or the evaluative process;
- the unauthorized copying or use of copyrighted materials and intentionally failing to abide by the *Copyright Act* and or any other licence agreement including software licence agreements;

3. Disruptive Behaviour – Disruptive behaviour is defined as any deliberate behaviour that impedes the ability of an instructor to teach or attendees to learn or impedes the orderly conduct of any evaluation of learning or performance. An individual may be removed from any evaluation of learning or performance for behaviour that is disruptive or inappropriate in the context of the setting.

BREACH OF ACADEMIC CODE OF CONDUCT

Upon becoming aware that an individual may be in breach of the Academic Code, the Registrar shall investigate the matter and request and receive such information from CPA Ontario staff, the instructor, lecturer, invigilator, or others who may have knowledge of the alleged breach. The Registrar shall afford an opportunity for the individual to provide an explanation and produce any documents or other information relevant to the alleged incident. Upon completion of the investigation and satisfying himself that a breach of the Academic Code has occurred, the Registrar may order one or more of the following:

- where applicable, have the result of any evaluation of learning or performance be disregarded and the result shall not be released and the attempt shall be counted as one attempt at the examination or evaluation;
- that the Member, Student, Applicant or other individual be deregistered from the course, module, program, or workshop as the case may be;
- that the Member, Student, Applicant or other individual attempt the course, module, program or workshop again and have a mark of zero ("0") or the applicable equivalent, entered into the individual's record with CPA Ontario for the first attempt;

POLICY

- file a complaint to CPA Ontario's Standards Enforcement area if the individual is a Member or Student;
- make a notation on the file of the individual that he or she has been the subject of an investigation under the Academic Code and have the matter considered again if necessary to determine whether at the time of application for membership the Student or Applicant is of good character, or in the case of any other individual, at the time that individual applies for registration with CPA Ontario as a Student or Applicant.

A decision of the Registrar as to whether there has been a breach of the Academic Code may, upon written request, be reviewed by the Membership Committee in accordance with the Rules of Practice and Procedure. The parties to the review are the individual and the Registrar and the decision of the Membership Committee is final.

I, _____(print full legal name), hereby acknowledge that I have read, understood and agree to abide by the foregoing Academic Code and that failure to do so may result in academic disciplinary action being taken against me or in the event that I am a Member, Student or Applicant, a complaint may also be made to the CPA Ontario's Standards Enforcement area on the basis of an alleged breach of the Rules of Professional Conduct.

Dated this _____ day of _____ 20_____.

Signature: _____