

Research, Writing & Academic Honesty: Guidelines and Expectations

General Expectations for Academic Honesty: Candidates & ILs

Reading and discussing others' work is important for learning; however, presentation of such work, orally or in writing, requires giving credit to its originator. Accordingly, when a candidate responds to another candidate's work, the response should reference the original work and acknowledge its author. Visit York's Senate policy on Academic Honesty: <https://www.yorku.ca/secretariat/policies/>

Avoiding Unintentional Plagiarism: Candidates & ILs

Failure to acknowledge sources through proper citation is plagiarism, an offence that may jeopardize a candidate's success. Models for bibliographic citation are widely available and examples of these and other guidelines for citing sources can be found on the SPARK website:

<https://spark.library.yorku.ca/creating-bibliographies-citing-sources-part-of-academic-culture/>

Copyright Guidelines: Candidates & ILs

The materials used in courses are the property of YUFE unless otherwise stated. Third party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use or fall under an exception or limitation in Canadian Copyright law. Copying this material for distribution (e.g. uploading material to a commercial third-party website) may lead to a violation of Copyright law. All Candidates and Instructional Leaders must comply with copyright law. All materials must be used in a copyright-compliant manner.

Teacher-Candidates

- ✓ Must pay special attention to copyright by following the guidelines established by York University

Instructional Leaders:

- ✓ Must ensure that course-related resources posted in Moodle follow copyright procedures and permissions.
- ✓ May also refer to York U's copyright website: <http://copyright.info.yorku.ca/fair-dealing-requirements-for-york-faculty-and-staff/>

Posting Material on a York Learning Management System (LMS): MOODLE

Under the following conditions, ILs may post material on a York LMS without obtaining permission:

1. Works in the public domain or published using Open Access/Creative Commons license allowing distribution
2. Laws, Statutes, Judicial Decisions and Government of Canada Publications
3. Link to a website on the Internet: Check website's terms of use/restrictions

4. Short excerpt of protected work, e.g., book, article, newspaper, audio-visual work covered through application of the Fair Dealing Policy for Universities,
<http://copyright.info.yorku.ca/fair-dealing-requirements-for-york-faculty-and-staff/>
5. Works for which the IL owns the copyright, including lecture slides used for classroom presentations, e.g., PowerPoint

Under the following conditions, an IL may copy, use, or distribute Internet materials:

- ✓ The material was posted legitimately; note that work on the Internet cannot be reproduced if an educational institution or a person acting under its authority knows/should have known the work was made available without consent of the copyright owner
- ✓ There is no visible notice prohibiting use; **note, however, that the copyright symbol identifies material that may not be reproduced without permission**
- ✓ There is no digital lock preventing access or copying
- ✓ The source and/or author of the work are properly acknowledged