First Nations Health Managers Association
Association des gestionnaires de santé des Premières Nations

Student Integrity and Plagiarism Policy

Professionalism is one of the 10 Core Competencies of a Certified First Nations Health Manager. Within this domain, a First Nations Health Manager is a leader who lives and embraces the Seven Teachings of trust, respect, honour, honesty, humility, courage, and truth with competence and integrity. Within this spirit and with respect for one another, themselves, and the program, students are expected to complete their projects, assignments, and exams independently and give credit to the ideas and words of others.

This policy applies to all work submitted to meet the requirements of FNHMA's Certified First Nations Health Manager (CFNHM) program, including assignments, the professional examination, and any other work assigned by the Education Specialist.

What is Plagiarism?

In straightforward terms, within the context of the FNHMA CFNHM program, it's when a student submits work that uses someone else's ideas and presents it as their own work.

This can include various scenarios, including but not limited to:

- Copying and pasting text from external sources, like published documents, other students' work, or internal organizational documents, without citing or referencing the source.
- Using someone else's ideas or words without giving proper credit and presenting them as your own.
- Using an AI tool to write and develop ideas without acknowledging and citing their use.

Preventing Plagiarism

Students can prevent plagiarism by properly citing the work of others. While we encourage students to develop and express their own ideas, there are situations where referencing the work of others can strengthen their own concepts. The following guidelines will help students steer clear of any plagiarism-related concerns.

- Always create a Bibliography or reference list for all submitted assignments (for sample guidance visit https://guides.library.ualberta.ca/citing)

- If using a direct quote, use quotation marks and properly cite the source.
- When using the ideas or texts of others, ensure that you paraphrase or reword carefully and give credit to the original source by properly referencing their work.

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- When AI tools are used to help clarify concepts and do research, ensure that you reference where it was used.
- Always save draft copies of your work to show the development of your assignments. This includes notes and reading materials, even if you didn't quote them directly.
- Consult with your Educational Specialist if you're unsure how to reference sources.
- Start your list of references or possible sources as soon as you begin an assignment. This will help you remember where you found an article, read an idea, or found a quote so that it can be properly referenced.
- Always give yourself enough time to complete your assignment. Rushing can lead to missed references.

When Plagiarism is Suspected

When plagiarism is suspected, it typically involves students not referencing sources properly. Nevertheless, each case is treated seriously, and every effort is made to work with the student to help them understand the significance of properly citing their sources.

In all cases, the Educational Specialist will work with the student to determine the best approach together. Possible actions may include:

- Providing the student with the opportunity to update their assignment with accurate citations and references, such as revising the bibliography.
- Offering the student the opportunity to rewrite their assignment.
- Where it was suspected that an AI program was used, requiring that the student provide previous draft copies to verify the originality of their assignment.

Please note that late penalties will be applied to all options.

If the student does not respond to the Educational Specialist or chooses not to take the opportunity to amend their assignment, the case will be referred to the Director of Programs. The Director may deem the assignment invalid, resulting in the student not receiving a grade for that assignment. Nonetheless, the student can still proceed with the course.

If the plagiarism involves the professional exam, the Director of Programs will determine if the student receives a passing grade. Every effort will be made to work with the student to understand and resolve the situation; however, if the exam has been deemed invalid, the student will be required to rewrite the exam.

Repeated Instances of Plagiarism

If a student is found to have committed plagiarism multiple times without trying to correct their work, they will not pass the course and will be required to re-enroll should they wish to complete it. Additionally, the Director of Programs will assess and authorize future registrations for subsequent courses. In the event that plagiarism is found to have occurred on two consecutive writings of the professional examination, the student will not be allowed the opportunity to write a third time.