

**Procedures for Application of Disciplinary Measures  
for Violating Academic Standards for Student Papers  
at the National Research University Higher School of Economics**

**1. GENERAL PROVISIONS**

1.1. The Procedures for Application of Disciplinary Measures for Violating Academic Standards for Student Papers at the National Research University Higher School of Economics have been elaborated to improve the quality of the organisation of studies and the level of student discipline<sup>1</sup> and to encourage fair competition at the National Research University Higher School of Economics.

1.2. The Procedures define the actions of the University faculty members (hereafter, the “faculty”) and officials when such violations are uncovered.

1.3. Student papers (hereafter, the “papers”) refer to all written work submitted by students in the course of ongoing, interim and final performance assessment in accordance with the course syllabus, and in the course of the final state certification of final year students (hereafter, the “assessment”). Papers include homework, reports, essays, tests, papers written during pass/fail and graded examinations, term papers and theses (hereafter, “term paper”, and “thesis”, respectively).

Oral assignments (hereafter, “oral assignments”) include all oral assignments performed by students during assessments. Oral assignments include oral homework, answers to questions, reports (presentations), speeches, interpretation from/into foreign languages, comments (analysis) of situations, and other works that are performed orally.

1.4. All papers must be written by students independently and individually.

1.5. Violations of academic standards regulated by these Procedures include:

- a) Copying papers or using any sources while preparing to answer a question orally;
- b) Turning in the same paper twice;
- c) Plagiarism;
- d) Fraud;
- e) Fabrication of data or results;

1.6. Copying papers refers to a student’s use during in-class assessment of any written (printed or handwritten) sources not allowed by the teacher, including electronic or other automatic data transmission devices, as well as the discovery of such materials or devices in a student’s possession regardless of whether or not they were used by the student for writing a paper, or while getting prepared to answer a question orally.

1.7. Turning in the same paper twice refers to turning in the same paper for two different assessments. It does not refer to the use of a text written earlier as part of a larger paper, with the consent of the teacher supervising the student’s work.

1.8. Plagiarism refers to the appropriation of another person’s text or any other intellectual property published in hard copy or electronically without reference to the author

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<sup>1</sup> The Procedures are not applicable to students of the Faculty for Pre-University Training and students of the Faculty of Pre-university Studies at HSE.

(providing the author's name and the source of borrowed materials), or in cases when the reference is provided, yet the nature and scope of borrowings cast doubt on whether the paper or one of its main sections have been written by the student independently. Plagiarism may take two basic forms:

- a) Repeating another person's text word-for-word, and using any other copyrighted work in its entirety;
- b) Paraphrasing another person's text with different words and expressions yet without changing the contents of the borrowed text.

1.9. Fraud refers to submission of a paper prepared by someone else as one's own or intentionally giving one's own paper to another person for them to pass the assessment. If the text is used without the permission of its author, the latter is not considered responsible for the fraud. Fraud also refers to submission of a thesis, term paper or any other papers for defense/ review/ expert review/ any other assessment, that differ from the file downloaded by the student to the electronic system used at the faculty or any other subdivision delivering a degree programme for checking student papers for plagiarism.

1.10. Fabrication of data or results refers to creation of fictional data or deliberate distortion of information about data sources or about the obtained results in order to pass the assessment.

## **2. DISCIPLINARY PROCEDURES**

2.1. The violation of academic standards defined in article 1.5 of these Procedures entails the following types of disciplinary measures:

- a) Admonition;
- b) Reprimand;
- c) Dismissal (expulsion)<sup>2</sup>.

2.2. Dismissal as a form of a disciplinary action may be imposed on students<sup>3</sup> at the University's initiative in case the student has committed the following violations:

2.2.1. Violation of academic standards in student papers before progression to the final state certification:

- a) Copying in the process of writing a paper, or using tips in oral assignments;
- b) Turning in the same paper twice;
- c) Repeated cases of plagiarism in papers by the same student;
- d) Fraud;
- e) Fabrication of data or results;

2.2.2. Violation of academic standards in student papers after progression to the final state certification, including before and during thesis defence:

- a) Copying papers;
- b) Turning in the same paper twice;
- c) Plagiarism;
- d) Fraud;
- e) Fabrication of data or results;

2.3. Upon discovery of any violations of academic standards, specified in p. 2.2 hereof, the teacher must give a "Fail" grade (0 on a 10-point scale / grade 1 on a 5-point

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<sup>2</sup> Dismissal as a form of disciplinary action for violation of academic standards shall be applicable to secondary school students in accordance with the procedure established by Russian legislation on education and Annex 6 to the University Student Internal Regulations.

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scale) to the student. Such paper is considered as not submitted. The version of the paper containing related violations shall be kept at the teacher's office until the end of the official retake period for the course.

The date when the violation was uncovered by the teacher shall be considered as the date of violation.

2.4. Upon the discovery of copying, the teacher has the right to give a "Fail" grade (0 on a 10-point scale / grade 1 on a 5-point scale) to the student who wilfully let their paper be copied, as well.

2.5. Within three business days upon the discovery of copying, plagiarism or a paper being turned in twice, the teacher shall submit an official memorandum describing the situation to the academic supervisor of the degree programme/ faculty dean / academic director of a doctoral school/ Lyceum director/ head of subdivision in charge of respective degree programme (hereinafter, the "supervisor"/ "faculty dean"/ "school head"), respectively (depending on the student category), accompanied by a copy of the paper or its fragment (if available) with an indication of the extent of copied or borrowed text and its source, and a request to apply a disciplinary measure.

2.6. Upon the discovery of fraud or fabrication of data or results in a paper, the teacher shall, in addition to giving a fail grade to the student whose name stands on the paper:

- a) identify the persons who wrote the paper and/or participated in fraud or fabrication;
- b) within three business days, submit an official memorandum to a respective head of subdivision containing a description of circumstances in which fraud or fabrication occurred, as well as a list of all identified participants, and a request for disciplinary measures.

2.7. Within five business days upon receipt of official memorandum, the head of respective subdivision shall arrange for verification of the facts described therein and request a written explanation from the student. In case of the student's refusal to provide an explanation, a statement on the refusal to provide explanations shall be drawn up (pursuant to Annex 2 to Annex 4 to HSE Student Internal Regulations).

2.8. If there are grounds for imposing disciplinary measures on the student, the head of subdivision shall instruct a degree programme coordinator or any other authorised staff member in charge of academic support (hereafter, the "study office") to initiate disciplinary actions in accordance with the established procedure. In case there are grounds for student dismissal, the head of subdivision shall issue a recommendation on the student's dismissal for violation of Student Internal Regulations (pursuant to Annex 4 to Annex 4 to HSE Student Internal Regulations). Recommendation on student dismissal shall be attached as one of the supporting documents to draft directive on dismissal.

Directive on disciplinary action applicable to the student, including the dismissal directive, shall be issued by the study office in the Document Management System (SDOU) within three business days upon receipt of instruction and (or) recommendation from the head of subdivision.

2.9. The study office shall request opinion of HSE Student Council (or the Student Council of HSE regional campus/ Parents Council/ Secondary School Student Council).

2.10. If there are grounds for dismissal of a student whose tuition fees are paid by any third party, including individuals and (or) legal entities, the study office shall notify the student / client (depending on the number of parties of the fee-based educational services agreement (hereafter, the "Agreement") of the student's dismissal (pursuant to Annex 1 of

Annex 4 to Annex 4 to HSE Student Internal Regulations) by the time specified in the agreement.

2.11. The dismissal notice may be delivered in person (this fact shall be acknowledged by the student's / client's personal signature (depending on the number of parties to the agreement) on a copy of the notice that shall be stored in the student's personal file), or by one of the following methods:

2.11.1. by regular mail with acknowledgement of receipt to the last known residence address, specified in the agreement and personal file;

2.11.2. by telegram with acknowledgement of receipt to the last known residence address, specified in the agreement and personal file;

2.11.3. by e-mail: to the student's corporate e-mail, and to the client's e-mail, if specified in the agreement.

2.12. When a dismissal directive is issued, the study office shall advise the student within three business days with written acknowledgement of receipt. Written acknowledgement shall be made by the student on a copy of the directive to be added to the student's personal file.

2.13. In case of the student's refusal to provide a written acknowledgement of the directive, the study office shall draw up a respective statement (pursuant to Annex 3 to Annex 4 to HSE Student Internal Regulations).

2.14. In the event of the student's absence, their acknowledgement of the dismissal directive shall be deemed obtained after a copy of the directive / extract from the directive has been sent via one of the methods specified in p. 2.11 hereof.

2.15. The acknowledgement of receipt and the description of contents or a hard copy of email shall be added to the student's personal file.

2.16. If a participant in the fraud is a student of another degree programme of the faculty/ another faculty/ class/ or subdivision, copies of all documents shall also be submitted to the corresponding faculty dean/ academic supervisor/ academic director of a doctoral school/ head of subdivision in charge of respective degree programme within three business days. Faculty dean/ academic director of a doctoral school/ academic supervisor of the degree programme/ Lyceum director/ head of subdivision in charge of respective degree programme, shall act in accordance with pp. 2.7 - 2.15 hereof.

2.17. If a participant in the fraud is not a University student, the faculty dean/ academic director of a doctoral school/ academic supervisor of the degree programme/ Lyceum director/ head of subdivision in charge of respective degree programme, shall send an official letter indicating the instance of fraud to the place of study or work of the participant.

2.18. When choosing disciplinary measures, University officials shall rely upon objective and verified information.

2.19. Special aspects of disciplinary actions in case violations of academic standards have been discovered in a thesis after progression to the final state certification (FSC):

2.19.1. any person who has discovered a violation shall report this instance in their review of the thesis and in the official memorandum to the faculty dean/ head of the subdivision delivering a degree programme, and submit them to the authorized secretary of the State Examination Board (SEB) on the same day upon the discovery of the violation;

2.19.2. authorized secretary of the SEB shall forward the review and the official memorandum to the faculty dean/ head of subdivision delivering the degree programme no later than within one business day after receipt of these documents, with a copy to the SEB chairperson;

2.19.3. further actions shall be taken pursuant to pp. 2.7 – 2.15 hereof. In addition to submitting recommendation on the fraud instance, the faculty dean/ head of subdivision delivering the degree programme shall deny the student access to the remaining final state examinations.

2.20. Special aspects of disciplinary actions in case violations of academic standards have been discovered during the final state certification (FSC):

2.20.1. SEB member who has discovered the violation shall inform other SEB members thereof;

2.20.2. SEB members shall make a decision that the student should not be allowed to progress to examination / thesis defence. In this case the student shall be assigned a “0” (fail) grade, and a statement shall be drawn up on this incident (pursuant to the annex hereto).

2.20.3. SEB secretary shall forward this statement to the faculty dean/ head of subdivision delivering the degree programme, on the date of the examination or thesis defense, with a copy to SEB chairperson;

2.20.4. further actions shall be taken pursuant to pp. 2.7 – 2.15 hereof.

### **3. APPEALS PROCEDURES**

3.1. Within two business days upon submission of the teacher’s official memorandum containing a request for disciplinary measures, the student shall be informed about the contents of this memorandum by the teacher or study office staff. The student may be notified either in person (which shall be acknowledged by the student’s personal signature on the notice to be added to the student’s personal file), or by corporate e-mail.

3.2. If the student disagrees with the position of the teacher who discovered the violation of academic standards, he/she has the right to file an appeal justifying his/her opinion to the head of respective subdivision within two business days after being notified of the violation.

3.3. Within two business days after the appeal is filed, the head of subdivision shall establish an appeals committee. It is recommended that such committee should include the University’s faculty, staff from the curriculum support office / study office of a degree programme, a mentor in charge of the student group/class and a student representative (leader of the group/ class, representative of HSE Student Council/ Student Council of HSE regional campus/ Secondary School Student Council).

The head of subdivision shall appoint the appeals committee chairperson from among faculty members of the University subdivision delivering respective degree programme (excluding the teacher who has uncovered the violation).

In case a student from any other degree programme of the same faculty/ another faculty/ another subdivision delivering a degree programme was involved in violation, a representative of a respective faculty/ subdivision shall join the appeals committee.

3.4. The chairperson of the appeals committee shall convene a meeting within a week after the committee is appointed.

3.5. The appellant shall be informed by the study office<sup>4</sup> about the time and place of the meeting of the appeals committee no later than two days before the meeting. If the appellant fails to attend the meeting, the appeal shall be considered in their absence.

3.6. If any additional information is required, the appeals committee may postpone the hearing of the appeal for no more than three business days.

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<sup>4</sup> In HSE Lyceum, by HSE Lyceum Deputy Director

3.7. During the consideration of the appeal, the benefit of doubt shall be given to the student.

3.8. Decisions of the appeals committee shall be recorded in a resolution, signed by the committee chairperson and forwarded to the head of respective subdivision.

3.9. Within two business days after the resolution has been issued by the appeals committee, the head of subdivision shall make a final decision and act in accordance with the procedure, stipulated by Annex 4 to HSE Student Internal Regulations.

3.10. If an appeal was not filed by the student, appeals committee may convene at the initiative of a relevant head of subdivision, vice rector in charge of academic affairs or HSE Student Council/ Student Council of HSE faculty/ HSE regional campus.

