Annex 2

to Internal Student Regulations at National Research University Higher School of Economics

**Procedures for Taking Disciplinary Action**

**for Violations of Academic Standards for Student Papers**

**at National Research University Higher School of Economics**

1. **GENERAL PROVISIONS**
	1. The Procedures for Taking Disciplinary Action for Violations of Academic Standards for Student Papers at National Research University Higher School of Economics (hereinafter “HSE”, or the “University”) have been elaborated to improve the organizational quality of studies and the level of student discipline[[1]](#footnote-1), as well as encourage fair competition among students at HSE.
	2. These Procedures hereby determine the steps HSE University’s faculty (hereinafter “faculty” or “teacher”) and officials need to take when such violations are uncovered.
	3. Student papers (hereafter “student papers”) refer to all papers prepared by HSE University’s students in writing in the course of ongoing, interim and final assessments, pursuant to course syllabi, as well as in the course of the final state certification process (hereafter “assessment”). Papers refer to homework, reports, essays, tests, papers written during examinations, term papers and theses.

Oral assignments performed by HSE University’s students (hereafter “oral assignments”) include all oral assignments performed by students during assessments. Such assignments include oral homework, provision of answers to questions, reports (presentations), speeches, interpretation of texts from/to foreign languages, comments (analysis) on specific situations, and other works to be performed orally.

* 1. All assignments must be prepared by students independently and on an individual basis.
	2. Violations of academic standards regulated by these Procedures include:
1. copying written assignments or using cues when making oral assignments and presentations;
2. turning in the same paper more than once;
3. plagiarism in student papers;
4. fraud in student papers;
5. fabrication of data or results.
	1. Copying refers to a student’s use during in-class assessment of any written (printed or handwritten) sources, which are not allowed by the faculty member, including electronic or other automatic data transmission devices, as well as the identification 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 getting prepared to answer the question orally.
	2. Using cues means that a student uses information, which is not allowed by the teacher when carrying out an oral assignment.
	3. Turning in the same paper more than once means turning in the same paper for 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.
	4. Plagiarism refers to the appropriation of another person’s text or any other intellectual property (copyright) published in hard copy or electronically without reference to the author (i.e., providing the author’s name and the source of borrowed materials), or in cases when a reference is provided, yet the nature and scope of the borrowings cast doubt on whether the paper, or one of its main sections, has been written by the student on an independent basis. Plagiarism may take 2 (two) basic forms:
6. repeating another person’s text word-for-word, and fully using any other intellectual property;
7. paraphrasing another person’s text with different words and expressions yet without changing the contents of the borrowed text.
	1. Fraud refers to the submission of a paper prepared by someone else, presented as one’s own, or intentionally giving one’s own paper to another person so that they can pass the assessment process. If a text is used without the permission of its author, the latter shall not be considered responsible for the fraud. Fraud also refers to submission of a thesis, term paper or any other papers for defence / review or any other assessment, which may differ from the file downloaded by the student to the electronic system used at the HSE University’s faculty or any other subdivision engaged in delivering the given degree programme for the purpose of checking student papers for plagiarism.
	2. Fabrication of data or results refers to the creation of fictional data or deliberate distortion of information about data sources or obtained results in order to pass the assessment process.
8. **DISCIPLINARY PROCEDURES**
	1. Violation of academic standards, as defined in article 1.5 of these Procedures, entails the following types of disciplinary measures:
9. admonition;
10. reprimand;
11. dismissal (expulsion)[[2]](#footnote-2).

Dismissal as a disciplinary measure can be taken against a student[[3]](#footnote-3) upon HSE’s initiative if he/she has violated academic standards both before progression to final state certification and after admission to final state certification, including before and after the thesis defence.

* 1. If any violation of academic standards is uncovered, as specified in p. 1.5 hereof, the teacher involved must give a “Fail” grade (0 on a 10-point scale/grade or 1 on a 5-point scale) to the student. The student’s paper shall be considered as not accepted. A version of the paper containing the 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.

* 1. If a case copying is uncovered, the teacher shall retain the right to give a “Fail” grade (0 on a 10-point scale/grade 1 on a 5-point scale) to the student who willfully let their paper be copied, as well.
	2. Within 3 (three) business days upon the identification of copying, plagiarism or a paper being turned in 2 (two) times, the teacher shall submit an official memorandum to dean of the faculty / academic supervisor of the doctoral school/ academic director of the doctoral school/ Lyceum director/ head of the subdivision delivering the degree programme where the student is studying (hereafter the “supervisor”/ “faculty dean”/ “school head”), respectively (depending on the respective student category), describing the situation, accompanied by a copy of the paper or its fragment (if available), along with an indication of the extent of the copied or borrowed text and its source, as well as a request for the imposition of a disciplinary measure.
	3. Upon the identification 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 is on the paper:
1. identify the persons who wrote the paper and participated in organizing the fraud or fabrication;
2. within 3 (three) business days, submit an official memorandum to the faculty dean/school head with a description of the circumstances of the fraud or fabrication, a list of all the identified participants, and a request for disciplinary measures.
	1. Within 5 (five) business days after the official memorandum was received, the faculty dean/school head shall arrange verification of the facts described therein and thereby request a written explanation from the student. If the student refuses to provide an explanation, an act on refusal to provide explanations shall be drawn up (pursuant to annex 3 to Annex 1 to the Student Internal Regulations at HSE University).

 Upon receipt of a written explanation/upon expiry of 3 (three) academic days provided for submission of a written explanation, the relevant faculty dean/school head shall ask for the opinion of the HSE University Student Council/student councils of HSE’s regional campuses/ Parents Council / learners representative council of HSE Lyceum, along with submission of copies of documents serving as the grounds for the imposition of disciplinary measures. The HSE University Student Council/student councils of HSE University’s regional campuses / HSE University’s Parents Council/learners representative council of the HSE Lyceum shall submit their opinion in the form of an extract from meeting minutes within 5 (five) working days upon the receipt of the aforementioned documents.

* 1. Provided that there are grounds for taking disciplinary actions against the student, the faculty dean/school head, within 3 (three) academic years upon receipt of the opinion of HSE University Student Council/student council of HSE University’s regional campuses / Parents Council/learners representative council of the HSE Lyceum shall prepare a recommendation for imposing respective disciplinary measures. If a dismissal recommendation is provided, the faculty dean/school head must use the form of the recommendation for the student’s dismissal for violating the Internal Student Regulations at HSE University (annex 6 to Annex 1 of the Internal Student Regulations at HSE University). The recommendation must be attached as 1 (one) of the support documents, which therefore should serve as grounds for taking disciplinary action against the student.
	2. The study office/manager of a doctoral school/another staff member, charged with supporting the study process, shall, within 2 (two) academic days after the receipt of the respective recommendation, draft a directive and file it with the SDOU system so that it can be signed off by an authorized person. The opinions of the HSE University Student Council (or student council of the relevant HSE University regional campus/parent’s council/Council of HSE University’s Lyceum learners shall be enclosed to the directive draft as respective grounds thereto.
	3. If there are grounds to dismiss a student whose tuition fees are paid by any third party, including individuals and/or legal entities, the relevant study office shall notify the student/client (depending on the number of parties to the fee-based educational services agreement (hereafter the “agreement”)) of the student’s dismissal (pursuant to annex 1 of Annex 1 to the Student Internal Regulations at HSE University) within the timeframe specified in the agreement.
	4. A 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, which shall subsequently be stored in the student’s personal file), or by 1 (one) of the following methods:
		1. by regular mail with acknowledgement of receipt to the last known residential address, specified in the agreement and personal file;
		2. by telegram with acknowledgement of receipt to the last known residential address, specified in the agreement and personal file;
		3. by e-mail: to the student’s corporate e-mail and the client’s e-mail, if specified in the agreement.
	5. If a dismissal directive is issued, the study office shall advise the student within 3 (three) business days with written acknowledgement of receipt. The written acknowledgement shall be made by the student on a copy of the directive to be included in the student’s personal file.
	6. If the student refuses to read and sign the dismissal directive, the study office shall draw up a corresponding statement (pursuant to annex 5 to Annex 1 to the Internal Student Regulations at HSE University).
	7. In the event of the student’s absence, his/her acknowledgement of the dismissal directive shall be deemed obtained by sending its copy directive/extract from the directive by 1 (one) of the methods specified in p. 2.11 hereof.
	8. The acknowledgement of receipt and a description of the contents or hard copy of an e-mailed letter shall be included in the student’s personal file.
	9. If a participant in the fraud is a student of another degree programme of the faculty/ another faculty/ class/ or subdivision, copies of all relevant documents shall be submitted within 3 (three) business days to the corresponding faculty dean/ academic supervisor/ academic director of the doctoral school/ head of a subdivision that delivers the degree programme of the student’s faculty/ degree programme/ doctoral school. The faculty dean/ academic director of the doctoral school/ academic supervisor of the degree programme/ Lyceum director/ head of subdivision delivering a degree programme shall act in accordance with pp. 2.7 - 2.14 hereof.
	10. If a participant in the fraud is not an HSE University’s student, the faculty dean/ academic director of the doctoral school/ academic supervisor of the degree programme/ Lyceum director/ head of the subdivision delivering a degree programme, shall send an official letter indicating the instance of fraud to the place of study or work of the participant.
	11. Special aspects of disciplinary actions in case violations of academic standards have been uncovered in a thesis after progression to the final state certification (FSC) process:
		1. any person who has uncovered a violation must report it in their review of the thesis and an official memorandum to the faculty dean/ head of the subdivision delivering the given degree programme, as well as submit them to the authorized secretary of the State Examination Board (SEB) on the same day when the violation is uncovered;
		2. the SEB’s authorized secretary shall forward the review and the official memorandum to the faculty dean/ head of the subdivision delivering the degree programme no later than in 1 (one) business day after receipt of these documents, with a copy forwarded to the SEB chairperson;
		3. within 5 (five) business days of receiving the official memorandum, the faculty dean/school head shall organize the verification of the facts described therein and request a written explanation from the student. If a student refuses to provide an explanation, an act on his/her refusal to provide explanations shall be drawn up (pursuant to annex 3 to Annex 1 to the Student Internal Regulations at HSE University).
		4. further actions shall be taken pursuant to pp. 2.6., 2.7 – 2.14 hereof. At the same time, the faculty dean/ head of the subdivision engaged in the provision of the degree programme, in addition to the recommendation, shall deprive the student of his/her access to the FSC, which has not been passed by the student at that moment.
	12. Special aspects of disciplinary actions if violations of academic standards are uncovered during the FSC process:
		1. the SEB member who has uncovered the violation shall inform other SEB members thereof;
		2. SEB members must approve a decision to expel the student from the examination/thesis defence. The student will receive a “0” grade (“Fail”), and a statement about the incident shall be drawn up (Annex 1).
		3. SEB secretary shall forward this act to the faculty dean/ head of the subdivision delivering a degree programme, on the date of the examination or thesis defence, with a copy to the chairperson of SEB;
		4. Within 5 (five) business days from when the official memorandum was received, the faculty dean/school head shall organize the verification of the facts described therein and request a written explanation from the student. If the student refuses to provide an explanation, an act on refusal to provide explanations shall be drawn up (pursuant to annex 3 to Annex 1 to the Student Internal Regulations at HSE University).
		5. further actions shall be taken pursuant to the second paragraph of p. 2.6 and pp. 2.7 – 2.14 hereof.
1. **APPEAL PROCEDURES[[4]](#footnote-4)**
	1. If a student disagrees with the position of a teacher who has uncovered a violation of academic standards in a paper written by the student, he/she has the right to file an appeal justifying his/her position to the relevant faculty dean or school head within 2 (two) business days after receiving a notice of the violation.
	2. Within 2 (two) business days after filing the appeal, the faculty dean/school head shall establish an appeals committee, which should include HSE University faculty, staff of the curriculum support office / study office of the degree programme, a course / class manager and a student representative (leader of the group/ course/ class, representatives of the HSE University Student Council/ student councils of HSE University’s regional campuses/ learners representative council of the HSE Lyceum).

The faculty dean/school head shall appoint a chairperson of the appeals committee from among the faculty members of the HSE University subdivision engaged in the provision of the respective degree programme (excluding the instructor who uncovered the violation).

If a violation was committed with the involvement of a student engaged in another degree programme of the faculty/ another faculty/ another subdivision delivering the degree programme, a representative of the relevant faculty/ subdivision shall hold a seat on the appeals committee.

* 1. The chairperson of the appeals committee shall convene a meeting within 1 (one) week after the committee is appointed.
	2. The appellant shall be informed by the study office[[5]](#footnote-5) about the time and place of the meeting of the appeals committee no later than 2 (two) days before the meeting. If the appellant fails to attend the meeting, the appeal shall be considered in his/her absence.
	3. If any additional information is required, the appeals committee may postpone the hearing of the appeal for no more than 3 (three) business days.
	4. During the review of the appeal, benefit of the doubt shall be given to the student.
	5. Decisions of the appeals committee shall be recorded as a final conclusion, which should be signed by the committee’s chairperson and forwarded to the relevant faculty dean or school head.
	6. Within 2 (two) business days after the resolution has been issued by the appeals committee, the faculty dean / school head shall make a final decision and act in accordance with the procedure, as stipulated by p. 2.7 of the Procedures.
	7. If an appeal was not filed, an appeals committee may be established upon the initiative of the relevant supervisors, the Vice Rector in charge of academic affairs or the HSE University’s Students Council / student councils of respective HSE University’s faculties / regional campuses / learners representatives council of HSE Lyceum.

Annex

to Procedures for Taking Disciplinary Action for Violations of Academic Standards for Student Papers

at National Research University Higher School of Economics

Template

National Research University

Higher School of Economics

**Statement**

**on Discovery of Violations of Academic Standards for Student Papers**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_ | Date |

This Statement has been drawn up to report that:

in the course of an assessment carried out in the form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on “\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_\_20\_\_, a violation of academic standards was uncovered in a paper prepared by the student of the degree programme \_\_\_\_\_\_\_\_ faculty/subdivision \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) on: “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”, in the form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[[6]](#footnote-6).

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1. These Procedures are not applicable to students enrolled at the Faculty of Pre-University Training, including students of the Preparatory Department for Foreign Citizens [↑](#footnote-ref-1)
2. Dismissal as a disciplinary measure for violation of academic standards shall be applicable to Lyceum students in accordance with the procedure established by the Russian laws on education and Annex 4 to the Internal Student Regulations at HSE University [↑](#footnote-ref-2)
3. Dismissal as a disciplinary measure for violation of academic standards shall be applicable to Lyceum students in accordance with the procedure established by the laws on education and Annex 4 to the Internal Student Regulations at HSE University [↑](#footnote-ref-3)
4. The procedure for submission and consideration of student appeals based on the results of the final state certification shall be covered by Regulations of Final State Certification for Students at the Bachelor’s, Specialist and Master’s level at National Research University Higher School of Economics. [↑](#footnote-ref-4)
5. In HSE Lyceum, by its deputy director [↑](#footnote-ref-5)
6. Specify the type of violation: copying; turning in the same paper 2 (two) times; plagiarism; fraud; or fabrication of data and results [↑](#footnote-ref-6)