

Types of academic misconduct



1. Copying on written work or copying in preparation for an oral answer, **using prompts** for oral tests

Copying is defined as the **use** by the student of **any written (printed or handwritten) sources**, including electronic or other automatic data transfer devices, that are not **authorised by the teacher**, and the retrieval of **such materials (devices)**, whether or not they have been used by the student when submitting written work or when preparing an oral answer.

Using prompts means that the student **uses information that has not been authorised by the teacher when carrying out oral tasks**.

For instance, copying a pre-arranged text for an examination question from an electronic medium; copying from a cheat sheet while preparing an answer to a question, etc.

2. Turning in the same paper twice of written works

Turning in the same paper twice means **submitting the same own text as different written works** to pass a knowledge test.

! Use of a previously prepared text as part of a larger piece of written work with the consent of the teacher **supervising the work containing the said text is NOT considered turning in the same paper twice**.

If the work is based on your earlier research, please **provide references to your previous work in the new work**. Referencing your own works and listing them in the list of references prevents self-plagiarism.

Self-citation should be justified, just like citing other authors.

For more information on proper referencing of your own work, please contact EP academic supervisor or library staff.

3. Plagiarism in written works

Plagiarism refers to the use of **borrowed text** as part of a written work published on paper or in electronic form without a **full reference** to the source (i. e. without indicating the author and source). Another form of plagiarism is the use of borrowed text with references where the volume and nature of the borrowings **call into question the authorship** of the completed work or one of its sections.

Plagiarism can be found to be two types:

- 1) **Word-for-word reciting of the borrowed text**, full use of another intellectual property,
- 2) **Paraphrase**: expressing other people's texts in other words without changing the content of the borrowed text.

4. Fabricating data and work results

Fabricating data and work results means **generation of false data or deliberate misrepresentation of data sources and findings** in order to pass a knowledge test.

For example, adjustment of data to confirm a hypothesis; description of fictional survey findings.

5. Fraud during the execution of written work

Fraud is the **submission of written work produced by another individual as one's own work or the deliberate submission of one's own work to another person** so that they may pass a knowledge test.

If the text of the work was used without the author's permission, the author cannot qualify as a party to the forgery.

Fraud also refers to the **submission** to the supervisor/reviewer/examination committee of **written work whose content differs** from the file uploaded by the student to the electronic system for checking for borrowings.

Examples include using part of another student's term paper as your own.

What is the penalty for academic misconduct?

Students who fail to comply with academic regulations may be subject to disciplinary actions such as **admonition, reprimand, and expulsion**.

The measure of punishment depends on the nature of the offence, the severity of the disciplinary case, the reasons and circumstances of its commitment, student's preceding behaviour and their psycho-physical and emotional state.

A **student** subject to a disciplinary sanction for academic misconduct **shall be deprived of the following**:

- x Tuition discounts (if reprimanded),
- x Possibility of being transferred to state-subsidised education.

Rules for of self-citation in QPs and GTs:

Each EP may set its own rules for the use of self-citation and its formatting in papers. Therefore, first of all, **it is necessary to**:

- **Be guided** by the rules for the preparation and defence of the QP/GT established within the EP,
- **Consult** with QP/GT supervisor, EP academic supervisor, and library staff on self-citation.

The following aspects are important in self-citing:

✓ The student is entitled to **use small verbatim passages**, provided they are **formatted** in accordance with the citation requirements.

✗ **Borrowing** whole paragraphs or sections of previous years' term papers **verbatim** is considered **unacceptable and qualifies as turning in the same paper twice**.