

# Code of Academic Honesty of Caucasus University

## General Provisions

The present Code has been created to determine and regulate the issues related to academic honesty of all the stakeholders of Caucasus University and prescribe the following measures in the case of its violation.

All the stakeholders of Caucasus University - the students, academic, scientific and invited personnel - share the responsibility for adhering to the Code of Academic Honesty.

## Fundamental Principles

Academic honesty is the fundamental value for each stakeholder of Caucasus University.

Academic honesty is strictly adhered to and applied in everyday endeavors of the stakeholders of Caucasus University: learning, teaching and research.

The fundamental values of academic honesty are responsibility, respect, trust, justice and esteem in any academic endeavor.

The present code is accessible for all the University stakeholders, each of whom shall adhere to its principles in their academic endeavors. The adherence is strictly controlled by the University administration.

Caucasus University facilitates to raising awareness about academic honesty among community members.

The community members agree that academic fraud, deceit, professional negligence and plagiarism are inadmissible in academic pursuit of any kind.

## Definition of the notions

***Academic fraud:*** committing unethical act of any kind by any student or any person involved in the educational process the aim of which is self-manifestation:

- Gaining access, obtaining, using or/and disseminating any academic papers or materials of any other type (statistical data, laboratory findings, audio-visual materials, etc.);
- Using another person's old work for getting a grade;
- Giving or receiving help without permission (prompting, giving a model test paper by an instructor to a student, etc.);

- Doing a task or writing a paper instead of another person with the view of getting a benefit of any kind.

**Deceit** – deliberately giving false information for simplifying academic demand or for gaining advantage over the others:

- Feigning illness or fabricating an excuse for getting a grade and/or getting any other benefit;
- Falsifying data, resources or any other type of information;
- Supplying false information with the aim of skipping a test;
- Falsifying official correspondence;
- Ascribing an opinion to an author which he/she has not stated.

**Professional indifference** – disregard by academic personnel for their duties and obligations manifested in negligence and/or indifference to students or colleagues.

**Plagiarism** (academic dishonesty) – using ideas or texts in one’s own name without explicitly citing the source.

### **Types of Plagiarism**

- Direct plagiarism (copying word for word from a source without explicitly citing the citation or any other type);
- Self-plagiarism (quoting oneself without explicitly citing the source);
- Mosaic plagiarism (combining ideas from various sources without indicating each individual author);
- Accidental plagiarism (negligence on the initial stage of research; however, according to the outcome it is very much the same as intentional plagiarism).

For avoiding plagiarism one should:

- Explicitly cite the source of information;
- mention the merit(s) of the people who have helped him/her fulfill the task;
- put the used citations in quotation marks, explicitly citing the source;
- not use materials uploaded on the internet without explicitly citing the source;
- use different wording from the original when paraphrasing an idea; however, the essential idea should remain the same;
- always explicitly cite the source when citing one’s own material.

### **Plagiarism Prevention**

In order to adhere to the principles of academic honesty, Caucasus University maintains a consistent policy for raising awareness about academic honesty.

With the aim of preventing plagiarism, Academic Writing is a mandatory course in the academic programs of the first and second levels. On the Bachelor's level Academic Writing is a mandatory course on the first or the second stages while on the Master's level it is a mandatory course on the first stage.

### **Responsibility for Violation of the Principles of Academic Honesty**

Sanctions against the students:

- warning;
- re-taking the task/exam;
- knocking off the points;
- getting negative grade in the corresponding educational component (getting 0 point);
- getting a negative grade (F);
- suspending the student's status for one semester;
- terminating the student's status;
- depriving of the academic degree obtained.

**Sanctions against the academic/invited personnel:**

- Reprimand to be recorded in his/her personal file;
- Monitoring his/her performance;
- Deducting from the pay;
- Termination of the work agreement.

### **Standing Committee for Academic Honesty and Discipline**

Any fact of violation of academic principles is looked into by the Standing Committee for Academic Honesty and Discipline when and if referred and an appropriate report is made.

When considering issues of academic honesty, the committee should be manned by academic personnel of the field/direction. The rule of the commission's operation is regulated by the bylaws of Standing Committee for Academic Honesty and Discipline.

In the case any fact of violation has been corroborated, sanctions will be issued towards the violator in proportion to the severity of such a violation. One fact of academic dishonesty is subject to penalty by only single measure of punishment.

### **Appeal Procedures**

Any person who does not agree to the decision made by the Standing Committee for Academic Honesty and Discipline is entitled to appeal the decision with the University President no later than two working days after such a decision is made.

The appeal shall be well-grounded: clearly stating the subject matter of the appeal and the arguments in its favor. An appeal without stating the above shall not be considered. The decision of refusal is final and is not subject to further appeals.

The University President sets up a Board of Appeal within three days after submission of such an appeal. No member of the Standing Committee for Academic Honesty and Discipline shall be a member of the Appeals Board. The decision reached by the Board is final.

### **Storing and Reporting the Data**

Any information on the violation of the principles of academic honesty is recorded in the personal file of the student or of the academic personnel concerned. The records are confidential and available only to the person concerned without whose consent the University has no right of giving the information to any third party.