



Approved by Order #07/01-02 of May 24, 2019 of President of Caucasus University

# **Caucasus University**

## **Academic Integrity Code**

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## **Article 1. General Provisions**

- 1.1. The present code has been created to identify and regulate issues related to the Academic Integrity at Caucasus University (hereinafter the University); it identifies the measures of appropriate liability and the outcomes related to the violation.
- 1.2. The University academic/scientific/administrative/supportive/invited personnel (hereinafter the Personnel) and the students shall abide by the Code of Academic Integrity.
- 1.3. The University personnel and the students concur with the University mission and worldview, respect and adhere to its values; recognize and agree to the University right to consider applying appropriate measures in the case of violation of the rules prescribed by the present document and any other University regulations.
- 1.4. The University and the Personnel shall follow the rules prescribed by the present Code.

## **Article 2. Basic Principles and Fundamental Values of Academic Integrity**

- 2.1. For each member of Caucasus University Academic Integrity is one of the fundamental values.
- 2.2. Academic integrity relies on the values of honesty, trust, fairness, respect and responsibility.
- 2.3. Each member of the University realizes that academic fraud, plagiarism, cheating, falsification, duplicating, ethical infraction and professional negligence are impermissible.
- 2.4. Adhering to the principles of academic integrity is mandatory in everyday pursuits – learning, teaching, research and assessment - of all the University members.
- 2.5. Caucasus University promotes raising awareness about academic integrity and sharing it with the public.
- 2.6. The administration of Caucasus University promotes adherence to the principles and values prescribed/recognized for each member of the academic space.

## **Article 3. Principal Forms of Violation of Academic Integrity**

- 3.1. **Academic Cheating:** - commission of a dishonest act with the view of misrepresenting himself/herself or for gaining an undue academic benefit for oneself:
  - 3.1.1. Obtaining, using and/or disseminating academic paper or material of any other kind (statistical data, outcomes of laboratory research, audio-video materials, etc.) without prior consent of their author.
  - 3.1.2. Giving and receiving support without permission to do so (prompting, copying, intentionally obstructing or interfering with other students' work, handing test materials by an instructor to students, taking an examination for another student or asking or allowing another student to take an examination for oneself).

3.1.3. Preparing a paper/task on others' behalf or appropriating or buying others' work.

3.1.4. Falsifying or attempting to falsify the obtained results.

3.2. **Deception** - an act of giving false information by which students seek to simplify meeting the set requirements or obtain advantage over the others:

3.2.1. Feigning illness or making up other reasons for getting grades and/or obtaining any other benefits.

3.2.2 Falsifying data, sources or information.

3.2.3. Misinforming with the view of skipping an examination.

3.2.4. Falsifying official correspondence.

3.2.5. Assigning an opinion to an author which actually has not been expressed by him/her.

3.3. **Professional Indifference** – neglecting professional responsibilities by the academic personnel manifested in negligence and/or indifference to the students or colleagues.

3.4. **Plagiarism (academic dishonesty)** - inclusion of someone else's words, ideas or data as one's own work without acknowledging the source.

3.4.1. inclusion of someone else's words, ideas or data as one's own work without acknowledging the source.

3.4.2. Using other paraphrased ideas, opinions, or theory even if they are fully paraphrased in one's own words, without acknowledging the source

3.4.3. Misappropriation of others' intellectual property, a work or a part of the work.

#### **Article 4. Common Types of Plagiarism**

4.1. **Direct plagiarism** - word-for-word transcription of a section of someone else's work, without attribution and without quotation marks.

4.2. **Self-Plagiarism** – using his/her own previous work, or mixed parts of previous works, without acknowledging the source.

4.3. **Mosaic Plagiarism** – combining and/or paraphrasing ideas from various sources with the view to creating a new text without indicating particular authors and without quotation marks.

4.4. **Accidental Plagiarism** – on the initial stage of research neglecting to cite sources, or misquoting sources, or using other's ideas and/or texts even in the paraphrased form without attribution.

#### **Article 5. Avoiding Plagiarism**

5.1. In order to avoid plagiarism when writing a paper:

- 5.1.1. The exact source of the information used shall be indicated;
- 5.1.2. Credit shall be given to the person(s) who contributed to preparing the work by mentioning his/her name;
- 5.1.3. All the used citations shall be used in quotation marks without changes of any kind and exactly naming the source;
- 5.1.4. No internet materials shall be used without indicating the source;
- 5.1.5. When paraphrasing the author's ideas, the wording shall be different from the original without changing the idea;
- 5.1.6. The author's already published materials shall be cited;
- 5.1.7. All the sources of the literature used shall be complete and accurate;
- 5.1.8. The material shall be checked by a plagiarism detection software.

### **Article 6. Preventing Plagiarism**

- 6.1. With the view to adhering to the principals of Academic Honesty, the University has a common policy of raising awareness on academic honesty.
- 6.2. With the view to preventing plagiarism, Academic Writing and Research Methods is a mandatory course in the educational programs of Caucasus University.
- 6.3. The Bachelor's/Master's theses (hereinafter the Thesis) and PhD dissertations are checked by special plagiarism detection software.
- 6.4. A report on plagiarism/similarity is written by the scientific advisor of the thesis/dissertation.
- 6.5. Where plagiarism has been corroborated, the thesis/dissertation is not admitted for the defense while the procedures related to the similarity are regulated by the regulation(s) of the appropriate School.
- 6.6. The lecturers are trained and coached, and recommendations are issued to check abstracts, essays and projects created in the framework of any given course by means of special plagiarism detection software.
- 6.7. The University monitors the examination process with the view to eliminating plagiarism or any other dishonest conduct.

### **Article 7. Liability for Violating the Principles of Academic Honesty**

- 7.1. In the case of violation of the principles of Academic Honesty by a student at the discretion of the Standing Committee for Academic Honesty and Discipline the following measures shall be applied:
  - 7.1.1. Oral and/or written caveat, including via email;

- 7.1.2. Creating a paper or taking an examination one more time;
- 7.1.3. Giving zero/knocking off points assigned to the corresponding educational component;
- 7.1.4. Getting negative grade (F) in the given course;
- 7.1.5. Suspending the student's status for one semester;
- 7.1.6 Terminating the student's status;
- 7.1.7. Depriving of the academic degree awarded.

7.2. In the case of violation of the principles of Academic Integrity by the University personnel, the following measures can be applied at the decision of the Standing Committee for Academic Integrity and Discipline:

- 7.2.1. Verbal and/or written caveat including via email;
- 7.2.2. Information concerning the academic misconduct shall be recorded in the wrongdoer's personal file;
- 7.2.3. Monitoring shall be instituted on his/her work;
- 7.2.4. Withholding payment of salary;
- 7.2.5. Termination of the labour agreement.

7.3. In the case of repeated violation of the principles of academic honesty, the University is entitled to take stricter measures against the violator in the limits of the sanctions prescribed by article 7.2.

7.4 The membership of the Standing Committee for Academic Honesty and Discipline, their rights and responsibilities and the rule of appealing the decisions reached by it are determined by the Statute of the Standing Committee for Academic Honesty and Discipline.

## **Article 8. Circumstances to be taken into account when determining sanctions for any violation of the principle(s) of Academic Honesty**

8.1. When violating principle(s) of academic honesty, the commission takes into account the following mitigating or aggravating circumstances, which in their turn are reflected on the disciplinary sanctions:

8.1.1. Mitigating circumstances can include:

- a) the violation has been perpetrated by the Bachelor's degree student on the first stage of education and the violator maintains the violation was unintentional and no prior disciplinary measures have been applied against him/her;
- b) any other circumstance, which can be deemed by the Commission members in each individual case as mitigating.

8.1.2. Aggravating circumstances can include:

- a) the violation is not the first case for the individual;
- b) the violation of academic honesty by the individual resulted into an ensuing damage for the University/the personnel/the other students;
- c) another circumstance which in each individual case can be deemed aggravating by the Commission members.

**Article 9. Storing the data and accountability**

9.1. Any information on the violation of the principles of academic honesty and discipline is recorded in the student's or of the academic personnel's personal file.

9.2. The information is confidential and only related parties can have access to it.

9.3. Without the prior consent of the party, the University is not entitled to hand the information to any third party save the cases prescribed by Law.

**Article 10. Final Provisions**

10.1. The issues not regulated by the present Code are regulated by the Legislation of Georgia and other University regulations.

10.2. Any changes or amendments to the present document are approved by the order of the University President.

10.3. The present Code comes into force upon being signed.