

## Policy on Academic Dishonesty

Academic dishonesty involves acts which may subvert or compromise the integrity of the educational process at the CEU Group. Acts of academic dishonesty include, but are not limited to, accomplishing or attempting any of the acts described below:

### 1. Using Unauthorized Materials and Unauthorized Collaboration during Examination

If a student ...

- (a) Using any materials (e.g. textbooks, cheat-sheets, SMSs) that are not authorized by the instructor for use during an examination;
- (b) Copying from another student's paper during an examination;
- (c) Collaborating during an examination with any other person by giving or receiving information without the specific permission of the instructor;
- (d) Stealing, buying or otherwise obtaining restricted information about an examination to be administered;
- (e) Collaborating on laboratory work, take-home examinations, homework or other assigned work when instructed to work independently;
- (f) Substituting for another person or permitting any other person to substitute for oneself in taking an examination.
- (g) Submitting of identical or in part identical assignments by two or more students;
- (h) Submitting work that has been previously offered for credit in another course, except with prior written permission of the instructors of both courses.
- (i) Submission of a thesis or dissertation that has been previously submitted at another university/program, in English or in another language.

s/he may be graded Fail (F) for the examination (thesis) in which the infraction occurred, without the right to request a retake examination.

Additional information about acts of academic misconduct is provided in the *CEU Student Rights, Rules and Academic Regulations*, Section 6.4 and *Annex 4 of the Code of Ethics*.

### 2. Plagiarism

Plagiarism occurs either when the words of another person are reproduced without acknowledgment, or when the ideas or arguments of another person are paraphrased in such a way as to lead the reader to believe that they originated with the writer (*CEU Code of Ethics*). Table 1. categorizes some examples of offending strategies that may occur in student writing. This list is neither exhaustive nor definitive. Each case must be

considered on its own merits and within its own context, and the department is at liberty to act as it sees fit.

Table 1: Offending Strategies in Writing

Severity of Offense	Example
Poor Scholarship	<ul style="list-style-type: none"> <li>• Summarizing an author’s ideas at length but only mentioning the author or the source at the end of the paragraph.</li> <li>• Mentioning an author with appropriate citation in an early sentence but no attribution in subsequent sentences, so that it is unclear whether the author's ideas are continuing or the writer’s own comments are being offered.</li> <li>• Including a correctly referenced short fragment from another text but without quotation marks.</li> <li>• Using an author’s work with incomplete reference (e.g. page number is missing, or the work appears only in a footnote/parenthesis and is missing from the reference list).</li> </ul>
Mild Plagiarism	<ul style="list-style-type: none"> <li>• Paraphrase of a substantial section or several smaller sections of another text or texts without any reference in the body text, but the work is included in the bibliography/reference list.</li> <li>• Copying verbatim two or three not necessarily consecutive phrases, or one or two not necessarily consecutive sentences, from the work of others without attribution.</li> <li>• Copying verbatim one substantial or several smaller sections from another text without quotation marks but with reference provided within the student’s text.</li> </ul>
Serious Plagiarism	<ul style="list-style-type: none"> <li>• Submitting as one’s own work a text largely or wholly written by another person or persons.</li> <li>• Copying or paraphrasing substantial sections from one or more works of other authors into one’s own text, without attribution, that is, omitting any reference to the work(s) either in the body of the text, in footnotes, or in the bibliography/reference list</li> </ul>

For a comprehensive definition of the act of plagiarism see the CEU *Guidelines on Handling Cases of Plagiarism* as well as *the Annex 4 of the Code of Ethics*.

The offenses falling into the category of ‘Poor Scholarship’ may often be attributable to poor ability, unclear thinking or carelessness. If so, they should not be considered academic dishonesty as such but should be penalized in the same way as other poor quality work, namely by a decrease in the final grade commensurate with the negative impact they have on the assignment as a whole.

If a student commits ‘Mild Plagiarism’, s/he will typically be given Fail (F) as his/her final grade for the course/thesis/assignment, without the right to request a retake examination.

The offences of ‘Serious Plagiarism’ or repeated acts of plagiarism will be penalized in the most severe way. The student will be given Fail (F) as his/her final grade for the course(s)/thesis, without the right to request a retake examination. A written reprimand will be entered on the academic transcript of the student and the department will initiate

formal procedures towards expelling the student from the University.

### **3. Procedure**

The professor teaching the course should evaluate the severity of the offense in the first place.

3.1 In case of 'Poor Scholarship' offenses the professor could require the student to retake the given assignment and the final grade for the assignment can be no more than a Retake Pass (RP). The student has the right to file a formal complaint to the Head of Department against such decision, who will set up an Academic Honesty Committee to investigate the case (see below).

3.2 If the professor considers that a plagiarism offense may have taken place, then s/he should temporarily assign an incomplete grade for the assignment and refer the case to the head of the department, with no grade communicated to the student at this point.

3.3 If the Head of Department also suspects that an act of plagiarism was committed, he/she convenes an ad hoc Academic Honesty Committee of three CEU lecturers.

3.4 The Committee has to examine all evidence that it can access about plagiarism in the given case. If the Committee concludes that 'Mild Plagiarism' had been committed, it assigns the student a grade of Fail (F) as his/her final grade for the course in question with no option to retake. If the Committee concludes that 'Serious Plagiarism' had been committed, it assigns the student a grade of Fail (F) as his/her final grade for the course in question with no option to retake the same course and a written reprimand is entered on the academic transcript of the student.

3.5 If the ad hoc Committee concludes that plagiarism had been committed by a student in one assignment, all instructors are notified and asked to turn in all the given student's papers to the program coordinator, who will assure that they are checked for plagiarism. Any further evidence of possible plagiarism by the student will be submitted to the Academic Honesty Committee. Should the Committee find that a student plagiarized in one or more other courses as well, the student will be assigned a Fail (F) grade for that/those course(s) too, and Head of Department will initiate formal procedures towards expelling the student from the University.

3.6 All MA theses are automatically submitted to checks with the anti-plagiarism software. The Head of the Department or the program director will evaluate the severity of any evidence of plagiarism offence within a MA thesis. For the policy on utilization of anti-plagiarism software see the *CEU Student Rights, Rules and Academic Regulations, Art. 4.1.3.*

**5. Concluding Provision.** This Act of the CEU Political Science Department is prepared and passed in full observance of *The Code of Ethics of the Central European University.* Students have the right to dispute a departmental decision by asking the Disciplinary Committee to review their case.