

Policy of Academic Integrity

Preamble

LTD - University of Georgia (hereinafter referred to as “the university”) acknowledges the international policy of academic integrity standards. Academic good faith represents a unity of five fundamental values - honesty, trust, fairness, respect and responsibility.

The university, as an educational and research institution, acknowledges the importance of academic integrity policy for not only protecting its own interest but also interests of the country and the public. That is why the university provides activities based on the above-mentioned values in the fields of learning, teaching, practice and research.

In order to ensure academic integrity, all persons involved in the educational and academic process of the university are obliged to be guided in the performance of academic work in the university space in accordance with the academic style established by the relevant program. It is permitted to apply other international standards of academic writing upon request when participating in various academic activities on behalf of the university beyond the university space.

Article 1 - Goal of Academic Integrity Policy

1. The purpose of this policy is to ensure within the university:

1.1. Identify forms of breaches of academic integrity;

1.2. Establish proportionate and consistent disciplinary sanctions in response to the forms of breaches of academic integrity;

1.3. Existence of a transparent, consistent, impartial and fair procedure for detecting, responding to and preventing forms of breaches of academic integrity;

1.4. Defining responsibilities and accountability for decisions and processes that support academic integrity;

Article 2 - Scope of Academic Integrity Policy

This policy applies to all persons involved in the educational and academic process of the university.

Article 3 - Forms of Academic Integrity Breaches

1. Identify forms of breaches of academic integrity;

1.1. Academic cheating means:

A) Re-use / submission of the work done by oneself or another person, which has already been assessed in order to achieve the learning results..

B) Ordering the compilation of a work by one person for another person and / or a group of persons in exchange for certain financial or other interest.

C) Use of data obtained as a result of group work and / or developed work / project without permission, for individual purposes;

D) Deliberate interference in the process of creating someone else's academic work and / or already completed work in order to pursue one's own interests by lowering the expected results and / or evaluation;

E) Use and / or distribution of text, audio-visual and photographic material without copyright;

F) Attending on an exam instead of another person, by falsification of personal data;

G) Use someone else's help during the midterm and / or final exam;

1.2. Fabrication means:

A) Creating/Inventing quotes, information and other data;

B) Obtaining and / or collecting data by passing ethical norms, industry standards and methodology.

1.3. Falsehood means:

A) Deliberate falsification and distortion of information presented in data and sources;

B) Deliberately incorrect processing of data to obtain the desired conclusions.

1.4. Plagiarism means:

A) Full or partial use of someone else's published and / or unpublished work, research, invention, data, audio and visual material and / or idea for the purpose of presenting it as your own intellectual work, without fully indicating the relevant source;

B) Re-use of all or part of your own published and / or unpublished work, research, invention, data, audio and visual material and / or idea without fully indicating the relevant source;

1.5. Forms of plagiarism include:

A) Accurate (literal) citation without explicit indication to the source

B) Extract and use information found on the internet without explicit indication to the source

C) Periphrasis

D) Non-explicit citation

E) No indication to assistance

F) Use of material written by other persons

G) Self-Plagiarism

H) Unintentional plagiarism

1.6. Breaches of confidentiality means:

A) Use someone else's personal data and / or work information without proper consent;

B) Misappropriation / unauthorized use of information / data stored into personal documents and / or funded research projects.

1.7. Conflict of interest means:

A) Motivated intervention and / or participation of others in the process of fulfillment of obligations during the study, teaching, practice and research activities in order to ensure personal interests (professional, personal, family, financial, etc.).

Article 4 - Prevention of Breaches of Academic Integrity

1. In order to prevent breaches of academic integrity, the university is obliged to:

A) Ensure that all persons involved in the educational and academic process are informed about the academic integrity policy in force at the university, which implies that the relevant regulations be available to them.

B) Human Resources Management Service of the university is obliged to inform the academic / invited / scientific staff about the academic integrity regulations in force before signing the contract.

C) The academic / invited / scientific staff of the university, the head of the program are obliged to explain the importance of academic integrity to the students at the beginning of the academic year, the mechanisms of its detection and the procedures to respond them in order to prevent breaches of academic integrity.

2. In order to prevent some forms of breaches of academic integrity, the university uses Turnitin program. The rules for the use of Turnitin are defined in Annex 1.

Article 5 - Disciplinary sanctions and the mechanism for detecting and responding to breaches of academic integrity

1. In order to ensure a proportionate, consistent and fair mechanism for responding to forms of breaches of academic integrity and disciplinary sanctions, this policy distinguishes between: A) student; B) Academic / Visitor / Scientific staff.

1.1. The following disciplinary sanctions are applied to the forms of breaches of academic integrity by the student revealed in the educational process:

1.1.1. The student will be given a note;

1.1.2. The student will be able to process and re-submit the work;

1.1.3. Student work will be evaluated with 0 points;

1.1.4. Student status will be temporarily suspended for the student;

1.1.5. Student status has to be suspended.

1.2. In case of reveal of breaches of academic integrity by the student, the lecturer / supervisor of the academic discipline / component lecturer and / or the head of the educational program are obliged to hold an individual information meeting with the student to study the motive of breaches of academic integrity and make an appropriate conclusion.

1.3. The school board has the authority to determine disciplinary sanctions based on the conclusion made by the lecturer / component lecturer / supervisor and / or program supervisor.

1.4. When discussing an academic integrity breaches, the student is entitled to attend the school board meeting and represent his/her views and evidences.

1.5. The following disciplinary sanctions are applied in case of confirmation of any form (s) of breaches of academic integrity by the academic / invited/ scientific staff of the university:

1.5.1. A note;

1.5.2. A warning;

1.5.3. Refuse to publish a scientific paper on behalf of the university;

1.5.4. Refusal to award an academic degree;

1.5.5. Revoke academic degree;

1.5.6. Refusal to take an academic position;

1.5.7. Firing from academic position;

1.5.8. Termination of employment contract;

1.6. In case of breaches of academic integrity , an application can be made on behalf of the relevant school, taking into account the questionable factors represented by the student at the university academic/invited/ scientific and administrative staff, as well as in the university and non-university environment; The application must include an explanation of the form (s) of breaches of academic integrity and must be accompanied by a relevant evidence.

1.7. Based on the application, a commission for investigating the breaches of academic integrity is established within the relevant school, which is guided in its activities by the relevant legislative acts and university regulations.

1.8. The staff of the commission for investigating the breaches of academic integrity is determined by 5 members. A chairperson will be elected at the commission meeting. Conflict of interests should be taken into account when engaging in the work of the commission.

1.9. The commission for investigation of breaches of academic integrity will review the application and accompanying documentation within its authority; Will require additional evidence if necessary. The Commission is obliged to protect the confidentiality of both the applicant and the alleged violator of academic good faith.

1.10. The decision of the commission is made by open voting, by a majority of votes.

At the first meeting, the board elects a chairman from among its members, who is not the supervisor of the doctoral student.

Article 6 - Appeal against a decision to impose a disciplinary sanction

1. A decision to impose a disciplinary sanction on a student and / or academic / invited / scientific staff may be appealed.

2. In case of an appeal, the Appeals Commission is established by the Academic Board, composed by 3 members. A chairperson will be elected at the commission meeting. Conflict of interests should be taken into account when engaging in the work of the commission.

3. During the discussion of the issue by the Appeals Commission, the student and / or the academic / invited / scientific staff are entitled to attend the hearing and represent their opinions and evidences.