

Appendix 7

To the Internal Regulations of
The National Research University
Higher School of Economics
With changes approved by
The Academic Council of
The National Research University
Higher School of Economics
Minutes № 36 of April 27, 2012

Procedures for Applying Disciplinary Measures for the Violation of Academic Norms for Student Papers at the National Research University Higher School of Economics

1. GENERAL PROVISIONS

1.1. The present Procedures for Applying Disciplinary Measures for the Violation of Academic Norms for Student Papers at the National Research University Higher School of Economics (hereafter “Procedures”) have been elaborated to improve the quality of the organization of studies and the level of student discipline and to encourage fair competition at the National Research University Higher School of Economics (hereafter “University”).

The Procedures define the actions of University faculty members and administrative officials when the corresponding violations are uncovered.

1.2. Student papers (hereafter “papers”) refer to all written work submitted by students in the course of routine, intermediate and final knowledge assessment in accordance with the subject program and in the course of the final state attestation of university graduates (hereafter “knowledge assessment”). Papers include homework, book reviews, essays, tests, papers written for pass-fail and graded exams, and year-end and final theses. All papers must be written by students independently and individually.

1.3. The violations of academic norms regulated by the present Procedures include

- a. Copying
- b. Turning in the same paper twice
- c. Plagiarism in writing papers
- d. Paper fraud
- e. Fabricating the data or results of papers

1.3.1. *Copying* refers to the disclosure of a student’s use during in-class knowledge assessment of any written (printed or handwritten) sources not allowed by the instructor, including electronic or other automatic data transmission devices, as well as the discovery of such materials or devices in a student’s possession no matter whether they were used by the student for writing the paper or not

1.3.2. *Turning in the same paper twice* refers to turning in the same paper for two different knowledge assessments. It does not refer to the use of a paper written earlier as part of a larger paper with the assent of the instructor.

1.3.3. *Plagiarism*¹ refers to the use in a paper of another person's text published in hard copy or electronic form without citing it or in cases when the text is cited yet the nature and scope of borrowings cast doubt on the independence of the paper or one of its main sections. Plagiarism may take two basic forms:

- Repeating word-for-word another person's text
- Paraphrasing another person's text with different words and expressions yet without changing the content of the borrowed text

1.3.4. *Paper fraud* refers to turning in a paper made by someone else as one's own or intentionally giving one's own paper to another person for passing knowledge assessment. If the text is used without the permission of the author, the latter is not considered responsible for the fraud.

1.3.5. *Fabricating the data or results of papers* refers to the creation of fictional data or the willful distortion of information about data sources or about the obtained results for the purposes of passing knowledge assessment.

2. PROCEDURES OF APPLYING DISCIPLINARY MEASURES

2.1. For the violation of academic norms fixed in Item 1.3 of the present Procedures, the following types of disciplinary measures are applied:

- a. Admonition
- b. Reprimand
- c. Expulsion

2.2. The grounds for expelling students at the university's initiative for violating the Charter and Internal Regulations include:

2.2.1. Violating academic norms in papers written by students before they are admitted to the State Final Attestation:

- 2.2.1.1. Copying
- 2.2.1.2. Turning in the same paper twice
- 2.2.1.3. Repeated cases of plagiarism in papers by the same student
- 2.2.1.4. Paper fraud

¹ The term "plagiarism" refers to only one type of violation of the rules of citation that is subject to disciplinary action according to the present Procedures. The violation of copyright and related rights is not covered in the present Procedures.

2.2.1.5. Fabricating the data or results of papers

2.2.2. Violating academic norms in papers² by students after they are admitted to the State Final Attestation, including before and during the defense of the final thesis:

2.2.2.1. Copying

2.2.2.2. Turning in the same paper twice

2.2.2.3. Plagiarism

2.2.2.4. Paper fraud

2.2.2.5. Fabricating the data or results of papers

2.3. The procedures for expelling students at the University's initiative for violating the academic norms listed in Item 2.2 of the present Procedures are defined in Appendix 9 of the University's Internal Regulations.

2.4. Upon the discovery of any violations of the academic norms listed in Item 1.3 of the present Procedures, whose nature casts doubt on the independence of the paper or one of its main sections, the teacher must give the student the grade "unsatisfactory" (0 on a 10-point scale). The paper is not considered submitted. The version of the paper containing the violation is kept at the department at which the subject is taught until the end of the official deadline for re-examinations in this subject.

2.5. Upon the discovery of copying, the teacher has the right to give the grade "unsatisfactory" (0 on a 10-point scale) also to the student who willfully let his text be copied.

2.6. Upon the discovery of copying, plagiarism or a paper being turned in twice, the instructor shall submit to the faculty dean or school head within three working days an official memorandum describing the situation accompanied by a copy of the paper or its fragment (if available) with an indication of the extent of copied or borrowed text and its source and a request to apply the disciplinary measure.

2.7. Within five working days of receiving the official memorandum, the faculty dean or school head shall organize the verification of the facts described therein and, if there are sufficient grounds for applying disciplinary measures to the student, submit the corresponding recommendation to the University Rector or his authorized official in accordance with the established division of responsibilities.

2.8. Upon the discovery of fraud or the fabrication of data or results in a paper, the instructor shall, in addition to giving the student whose name stands on the paper an unsatisfactory grade,

a) Identify the persons that wrote the paper and that participated in organizing the fraud or fabrication (if possible)

2. Written state exam or senior thesis

b) Submit within three working days an official memorandum to the faculty dean or school head with a description of the circumstances of the fraud or fabrication, a list of all the identified participants, and a request to apply disciplinary measures

2.9. After receiving the official memorandum from the instructor, the faculty dean or school head shall act in accordance with Item 2.7 of the present Regulations.

2.10. If the student submits an appeal, the faculty dean or school head shall act in accordance with Items 3.1 and 3.3-3.5 of the present Procedures.

2.11. If a participant in the fraud is a student of another University faculty or school, copies of all the documents shall be submitted within three working days to the corresponding faculty dean or school head, who shall act in accordance with Item 2.4 of the present Regulations.

2.12. If a participant in the fraud is not a University student, the faculty dean or school head shall send an official letter indicating the instance of fraud to the place of study or work of the participant.

3. PROCEDURES FOR SUBMITTING AND CONSIDERING APPEALS

3.1. Within two working days after the instructor submits an official memorandum with a request to apply disciplinary measures, the student must be informed about the contents of this memorandum by the instructor or a curricular office employee of the faculty or school.

3.2. If the student disagrees with the position of the instructor who uncovered the violation of academic norms in a paper written by the student, he/she has the right to file an appeal justifying his or her position to the faculty dean or school head within two working days after being notified of the violation.

3.3. Within two days after the appeal is submitted, the faculty dean or school head shall appoint an appeals committee that should include University faculty members, curricular office employees of the faculty or school, the course curator and a student representative (the leader of the group or class or a member of an elected student organization).

The faculty dean or school head appoints a member of the faculty (except for the instructor who uncovered the violation) to chair the appeals committee.

If the violation was committed with the participation of a student from another faculty or school, a representative from this faculty or school must be included on the appeals committee.

3.4. The chairman of the appeals committee shall convene the commission within a week after it is appointed.

The appellant shall be informed by the curricular office of the faculty or school about the time and place the appeals committee shall convene no later than two days before the meeting. If the appellant does not appear, the appeal shall be considered in his or her absence.

In the event that additional information is required, the appeals committee may postpone hearing the appeal for no more than three working days.

During the consideration of the appeal, the benefit of the doubt shall be given to the student.

The decision of the appeals commission shall be recorded as a conclusion, signed by the committee chairman and submitted to the faculty dean or school head.

Within two working days, the faculty dean or school head shall take the final decision and act in accordance with Items 2.4-2.7 of the present Procedures.

3.5. If the student does not file an appeal, the appeals committee may be created at the initiative of the faculty dean or school head, the Vice-Rector for Academic Affairs, or a student self-government body at the faculty.

4. INFORMING STUDENTS ABOUT THEIR LIABILITY FOR VIOLATING ACADEMIC NORMS FOR STUDENT PAPERS

4.1. The present Regulations shall be posted on the University corporate portal (website). Their content shall be explained to students by faculty members, curricular office employees, and course curators.

4.2. The lack of awareness of the present Procedures shall not prevent students from being liable for their violation.

4.3. All orders for applying disciplinary measures for the violation of academic norms for student papers are posted on the information stands of the faculties/schools where the students that committed the violations are studying and are published on the websites of these faculties or schools within a week from the moment they are signed.

4.4. University faculty members are responsible for creating conditions for preventing, stopping and uncovering violations of academic norms described in the present Procedures.

4.5. When choosing disciplinary measures, University officials shall make use of objective and verified information.