

## GUIDELINES FOR TEACHING STAFF OF TALTECH'S SCHOOL OF ENGINEERING FOR PROCESSING VIOLATION OF GOOD ACADEMIC PRACTICE

### **1. Definition of violation of good academic practice and contemptible behaviour**

- 1.1. The members of Tallinn University of Technology shall perform their work in compliance with the principles of academic ethics (the Code of Academic Ethics).
- 1.2. The general academic policies are laid down in the Academic Policies, according to subsection 35(3) of which the following is deemed to be violation of good academic practice:
  - 1) use of support materials upon a knowledge test, except those explicitly allowed by the lecturer;
  - 2) making use of any other help from others (prompting, copying, copying homework, etc.) upon a knowledge test or violation of examination regulations by the student;
  - 3) plagiarism, i.e. submitting another person's writing under one's own name or extensive rewording of someone else's work, referencing or quoting without proper academic reference;
  - 4) re-submission of one's own work when this has already been taken into account in the final grade;
  - 5) participating in an assessment for another student or allowing another person to participate in an assessment in one's own name;
  - 6) deliberate submission of untrue information (false information) in one's assignments, applications (including APEL), etc.;
  - 7) damaging the reputation of the university, which includes providing ungrounded negative value judgements concerning the university, unauthorised mediation of the study opportunities and services provided by the university or compilation and dissemination of materials promoting the university for the purposes of material gain and other activities causing material damage or damage to the reputation of the university.
- 1.3. Contemptible conduct means violation of generally accepted standards of conduct.

### **2. Preventive measures to prevent violation of good academic practice**

- 2.1. A lecturer must select a suitable course structure, assessment methods and assessment criteria that would exclude any unwanted conduct, incl. make sure that the tests and examination questions of the previous years are not repeated and widely available.
- 2.2. A proper extended syllabus must be prepared for each course (in compliance with subsection 11 (6) and § 15 of the Academic Policies, which shall be available to students and which shall be introduced to students in the first class.
- 2.3. A clause on violation of good academic practice must be included in the extended syllabus. A lecturer is obliged to draw attention to violation of good academic practice and contemptible behaviour.
- 2.4. At the beginning of a course and, if necessary, before conducting assessed assignments, students shall be informed of the rules of knowledge tests (including in writing in the study information system and/or Moodle), the obligation to comply with good academic practice

and the requirements for the format and content of student papers prepared on the course. Adherence to good academic practice must be monitored throughout the course.

- 2.5. If violation of good academic practice occurs during a course, it is recommended to discuss it with students and remind them of the consequences of such action.
  - 2.6. In order to conduct examinations/knowledge tests, concrete rules must be established, which must be followed by both the teaching staff and students.
  - 2.7. The teaching staff have the right to check all papers submitted by students by using plagiarism detection systems.
3. **Procedure for processing of violation of good academic practice and contemptible behaviour of students**
- 3.1. As a rule, violations of good academic practice related to a course shall be resolved by the lecturer responsible for the course.
  - 3.2. A lecturer has the right to remove a student, who has violated good academic practice, from a knowledge test or refuse to assess the assignment submitted by the student.  
In both cases the lecturer shall mark "0" (failed) or "M" (failed) as the result of the specific knowledge test or written assignment or final grade.
  - 3.3. The lecturer has, depending on the gravity of violation of good academic practice, the right to forward the case to the dean for further action (in compliance with subsection 35 (2) of the Academic Policies).
  - 3.4. In the case of extensive violation of good academic practice, the following shall be submitted to the dean no later than within 5 working days from the detection of the violation:
    - 1) a request to issue a letter of reprimand to the student or to exmatriculate the student, depending on the gravity of violation of good academic practice;
    - 2) evidence such as e-mails, written statements from witnesses, examination papers, support materials used at the examination, solutions of homework assignments, reports of plagiarism check, written explanations, photos, etc.
  - 3.5. The dean shall review the submitted materials and may, if necessary, request additional oral and written explanations from the parties concerned.
  - 3.6. Based on the collected materials, the dean has the right to issue a letter of reprimand to the student or submit a request to exmatriculate the student (in compliance with subsection 35 (2) of the Academic Policies). In case of first-time detection of misconduct, a letter of reprimand is issued to the student and the lecturer has the right to deprive the student of the opportunity to take an examination or pass an assessment in the course related to the incident during the current semester. If a second violation is committed, the dean has the right to request the vice-rector to exmatriculate the student.
  - 3.7. The dean shall inform the submitter of the request, the student and other parties concerned of the final decision concerning the violation.