

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 No. 36 dated April 27, 2012

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

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

1.2. Student papers (hereafter, the papers) refer to all written work submitted by students in the course of ongoing, interim and final performance assessment in accordance with the course syllabus, and in the course of the final state certification of final year students (hereafter, the assessment). Papers include homework, reports, essays, tests, papers written during pass/fail and graded examinations, term papers and theses. All papers must be written by students independently and individually.

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

- a. Copying
- b. Turning in the same paper twice
- c. Plagiarism
- d. Fraud
- e. Fabrication of data or results

1.3.1. *Copying* refers to a student’s use during in-class assessment of any written (printed or handwritten) sources not allowed by the teacher, including electronic or other automatic data transmission devices, as well as the discovery of such materials or devices in



a student's possession regardless of 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 assessments. It does not include the use of a text written earlier as part of a larger paper with the teacher's assent.

1.3.3. *Plagiarism*¹ refers to the appropriation of another person's text published in hard copy or electronically without citing it or in cases when the text is cited yet the nature and scope of borrowings cast doubt on whether the paper or one of its main sections have been written by the student independently. Plagiarism may take two basic forms:

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

1.3.4. *Fraud* refers to submission of a paper prepared by someone else as one's own or intentionally giving one's own paper to another person for them to pass the assessment. If the text is used without the permission of its author, the latter is not considered responsible for the fraud.

1.3.5. *Fabrication of data or results* refers to creation of fictional data or deliberate distortion of information about data sources or about the obtained results in order to pass the assessment.

2. DISCIPLINARY PROCEDURES

2.1. Violation of academic standards defined in Article 1.3 entails the following types of disciplinary measures:

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

2.2. The university may expel students for violating the Charter and Internal Regulations on the following grounds:

2.2.1. Violating academic standards in student papers before progression to the final state certification:

- 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

¹ The term "plagiarism" refers to only one type of violation of the citation rules 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.



2.2.1.4. Fraud

2.2.1.5. Fabrication of data or results

2.2.2. Violating academic standards in student papers² after progression to the final state certification, including before and during the defence 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. Fraud

2.2.2.5. Fabrication of data or results

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

2.4. Upon the discovery of any violations of the academic standards listed in article 1.3, whose nature casts doubt on whether the paper or one of its main sections has been prepared by the student independently, the teacher must give the student a “*Fail*” grade (0 on a 10-point scale). The paper is considered unsubmitted. The version of the paper containing such violations is kept at the department where the course is taught until the end of the official retake period for the course.

2.5. Upon the discovery of copying, the teacher has the right to give a “*Fail*” grade (0 on a 10-point scale) also to the student who wilfully let their paper be copied.

2.6. Upon the discovery of copying, plagiarism or a paper being turned in twice, the teacher shall submit to the faculty dean or department head within three business 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 a disciplinary measure.

2.7. Within five business days of receiving the official memorandum, the faculty dean or department head shall organise the verification of the facts described therein and, if there are sufficient grounds for disciplinary action, submit the corresponding recommendation to the University Rector or an authorized official in accordance with the established allocation of duties.

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

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

2. Written state examination or thesis



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

2.9. After receiving the official memorandum from the teacher, the faculty dean or department head shall act in accordance with Article 2.7 of the present Procedures.

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

2.11. If a participant in the fraud is a student of another faculty or department, copies of all the documents shall be submitted within three business days to the corresponding faculty dean or department head who shall act in accordance with Article 2.4.

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

3. APPEALS PROCEDURES

3.1. Within two business days after the teacher submits an official memorandum with a request for disciplinary measures, the student must be informed about the contents of this memorandum by the teacher or study office staff of the faculty or department.

3.2. If the student disagrees with the position of the teacher who uncovered the violation of academic standards 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 department head within two business days after being notified of the violation.

3.3. Within two days after the appeal is submitted, the faculty dean or department head shall appoint an Appeals Committee that should include University faculty members, study office employees of the faculty or department, the academic curator and a student representative (the leader of the group or class or a member of an elected student body).

The faculty dean or department head appoints a member of the faculty (but not the teacher who uncovered the violation) to chair the appeals committee.

If a student from another faculty or department participated in the violation, a representative from this faculty or department must be included on the appeals committee.

3.4. The Chair of the Appeals Committee shall organise its meeting within a week after the committee is appointed.

The appellant shall be informed by the study office of the faculty or department about the time and place the Appeals Committee shall convene no later than two days before the meeting. If the appellant fails to attend the meeting, the appeal shall be considered in his/her absence.

If any additional information is required, the Appeals Committee may postpone hearing the appeal for no more than three business days.

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



The decision of the Appeals Committee shall be recorded as a final conclusion, signed by the Chair and forwarded to the faculty dean or department head.

Within two business days, the faculty dean or department head shall take the final decision and act in accordance with Articles 2.4-2.7.

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 government body at the faculty.

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

4.1. The present Procedures shall be posted on the University corporate portal (website). Their content shall be explained to students by faculty members, study office staff, and academic curators.

4.2. The lack of awareness of the present Procedures shall not exempt the students from liability for their violation.

4.3. All directives on applying disciplinary measures for the violation of academic standards for student papers are posted on bulletin boards 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 standards described in the present Procedures.

4.5. When choosing disciplinary measures, University officials shall rely upon objective and verified information.

