

TED UNIVERSITY
Senate No: 07 04.05.2018

Rules and Procedures to Follow in Case of Violation of Academic Integrity

Rules and procedures to follow in case of violation of academic honesty principles are regulated in line with continuing education, accountability and fair treatment principles of TED University. Taking into consideration that the university freshmen might be more likely to fall into error in this regard, particularly in terms of plagiarism, due to inexperience or lack of knowledge of the principles of academic integrity, a practice mechanism focusing on education/development has been provided for them. In this context, violations of academic integrity were classified under two categories, as *first-degree* and *second-degree violations*, based on its seriousness. Procedures to follow for either instance are given below:

First-degree violations of academic integrity are considered as violations committed deliberately in a flagrant manner with the mere intention of fraud, cheating and deception. Examples include, but are not limited to, the following:

- Submitting an assignment or a project, etc. prepared by another person as if it was his/her own work,
- Having another person do his/her assignment/project in exchange of money or other benefits,
- Doing another person's assignment/project in exchange of money or other benefits,
- Citing from another person's work explicitly and carelessly in an assignment/project without giving necessary references (extensive plagiarism),
- Attempting to cheat in exams,
- Cheating in exams, including those given as home assignments,
- Having someone else sit his/her exam or sitting someone else's exam, including those are held online,
- Plagiarism in thesis writing,
- Forging a document,
- Fabricating data sets or inventing fictitious sources,
- Taking unfair advantage.

Second-degree violations of academic integrity are considered as violations committed unintentionally, inadvertently, due to academic inadequacy or sloppy writing habits. Examples include, but are not limited to, the following:

- Partial citations lacking proper reference and covering a small percentage of the whole work,
- Assignments/projects mostly consisting of citations, although properly referenced,
- Citing from an original source only by changing the linguistic or structural integrity, eliminating or replacing words or sentences.

Rules and Procedures to Follow in Case of Detection of First and Second Degree Violations

1. An incident report is prepared by the course instructor or the proctor in case a first-degree violation of academic honesty is detected and it is submitted to the related authority in charge in order to initiate a disciplinary proceeding.

2. In case a second-degree violation of academic integrity is detected by the course instructor or the research assistant, one or more sanctions are applied respectively from mild to severe in proportion of the seriousness of the incident. If needed, it can be conferred with a member of Faculty Ethics Commission.

Academic sanctions to be imposed in case a second-degree violation of academic honesty is detected are as follows:

- **Verbal warning:** The course instructor summons the student and pronounces that he/she had committed an act of academic dishonesty and emphasizes the importance of observing these principles.
- **Reduction in assignment/project grade:** The instructor reduces the grade of the assignment/project as deemed appropriate.
- **Resubmission of the assignment/project:** The course instructor may require that the work in question be redone to conform to proper academic standards or may require that a new project be submitted. In this case, the instructor may still impose a sanction of grade reduction for the resubmitted assignment.
- **Grade reduction to “zero”:** The grade of the assignment/project is reduced to “zero” or “F” excluding any right to compensation.

In addition to these sanctions, related student may also be referred to the Center of Teaching and Learning in order to attend a course on “Academic Writing Practices.” In case the student does not agree to this sanction, the course instructor shall report it to the related disciplinary authority in charge.

In case where a student commits a second-degree violation of academic integrity after having already been sanctioned for committing second-degree violations three times earlier, the course instructor shall report the situation to the related disciplinary authority in charge in order to determine which procedure to follow.

Regulations to provide guidance to the faculties and departments can be made in order to ensure consistency of sanctions imposed against second-degree violations of academic integrity.