

CHARTER: ANNEX 5

INTERNAL REGULATIONS ON ACADEMIC ETHICS AND STUDENTS' DISCIPLINE

1. PREAMBLE

E.U.C. European University Cyprus is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the University or with the rights of other members of the University cannot be tolerated. Students enrolling in the University assume an obligation to conduct themselves in a manner compatible with the University's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the University retains the power to maintain order within the University and to exclude those who are disruptive of the educational process.

2. POLICY AND PROVISIONS ON ACADEMIC ETHICS

The University has a responsibility to uphold and promote quality scholarship and to ensure that its students understand what academic integrity is. This section outlines the University's policy on dishonest academic performance by its students. Such offences carry penalties. Students should read carefully the Internal Regulations on Academic Ethics and Students' Discipline, and are encouraged to ask Faculty for help and guidance on honest academic practice, particularly in using source material from the Internet. In this way they can avoid any unintentional dishonesty.

2.1. ORIGINALITY

For the purposes of this Policy on Academic Ethics 'original' work is work that is genuinely produced specifically for the particular assessment task by the student whose name is attached to it. Any use of the ideas or scholarship of others is acknowledged. 'Work' includes not only written material but also oral, audio, visual or other material submitted for assessment.

2.2. ACADEMIC DISHONESTY

Academic dishonesty is determined by the extent and the level of intent. In assessing the extent or scale of the dishonesty the instructor will evaluate how much of the work is the student's own after all unacknowledged source material has been removed. In no case can work that is plagiarized be taken into account in determining a grade. Intent to deceive is the single most significant aspect of academic dishonesty. Repeated instances of deception will incur heavy penalties for the student and the violation will be officially and permanently recorded in the student's record.

2.3. PLAGIARISM

Plagiarism is representing the work of somebody else as one's own. It includes the following:

- i. submission of another student's work as one's own;
- ii. paraphrasing or summarizing without acknowledgement of source material;
- iii. direct quoting or word copying of all or part of a work, ideas, or scholarship of another without identification or acknowledgement or reference;
- iv. submitting as one's own work purchased, borrowed or stolen research, papers, or projects.

2.4. CHEATING

Cheating is giving or receiving unauthorized help for unfair advantage before, during, or after examinations, tests, presentations or other assessments, such as:

- i. collaboration beforehand if it is specifically forbidden by the instructor
- ii. verbal collaboration during the examination, unless specifically allowed by the instructor;
- iii. the use of notes, books, or other written aids during the examination, unless specifically allowed by the instructor;
- iv. the use of electronic devices and mobile telephony to store, transmit or photograph information to or from an external source;
- v. the use of codes or signals to communicate with other students in the examination room;
- vi. looking upon another student's papers and / or allowing another student to look upon one's own papers during the examination period;
- vii. passing on any examination information to students who have not yet taken the examination;
- viii. falsifying exam identification by arranging with another student to take an examination in their place or in one's own place;
- ix. pretending to take the exam but not submitting the paper, and later claiming that the instructor lost it.

2.5. COLLUSION

Collusion is false representation by groups of students who knowingly assist each other in order to achieve an unfair assessment advantage. It involves:

- i. representation of the work of several persons as the work of a single student with both parties knowingly involved in the arrangement;
- ii. representing the work of one student as the work of a group of students with both parties knowingly involved in the arrangement;
- iii. willing distribution of multiple copies of one's assignments, papers, projects to other students for submission after re-labeling the paper as their own original work.

2.6. FABRICATION

Fabrication is the false representation of research data or 'performance' material as original, authentic work for submission for assessment. Examples are:

- i. invention of data;
- ii. willfully omitting some data to falsely obtain desired results

2.7. PENALTIES AND PROCEDURES

A faculty member, after evaluating the extent of the dishonesty and the level of intent and proving academic dishonesty, may use one or a combination of the following penalties and procedures:

- i. requiring rewriting of a paper containing some plagiarized material;
- ii. lowering of a paper or project grade;
- iii. giving a failing grade on a paper;
- iv. lowering a course grade;
- v. giving a failing grade in a course;
- vi. referring the case to the Senate for further action that may include academic suspension or expulsion.

Instructors are expected to immediately report, in writing, to the pertinent Department Chairperson and through him/her to the Dean of the pertinent School, with copies sent by the Dean to the Rector's Office, elucidating on the imposed penalties and providing a brief description of the incident. Should an instructor announce a failing grade in the course because of academic dishonesty, the student under penalty shall not be permitted to withdraw from the course(s).

3. OTHER STANDARDS OF CONDUCT

Other prohibited conduct for which a student is subject to discipline is defined as follows:

- 3.1. Physical or sexual assault of any person on University-owned or leased property or at University-sponsored or supervised functions, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any University student, faculty member or employee at the local residence of any University student, faculty member or employee.
- 3.2. Substantial damage to University-owned or leased property or to property of a University student, employee, faculty member or visitor occurring on University-owned or leased property.
- 3.3. Unauthorized entry into or occupation of University facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- 3.4. Intentional disruption or obstruction of teaching, research, administration, disciplinary procedures, other University activities, or activities authorized to take place on University property.
- 3.5. Alteration, fabrication or misuse of, or obtaining unauthorized access to, University identification cards, other documents, or computer files or systems.
- 3.6. Disorderly conduct on University-owned, or leased property or at University-sponsored functions. Disorderly conduct is defined to include acts, which breach the peace or are lewd, indecent, or obscene, and which are not constitutionally protected speech.
- 3.7. Violation of University policies or of University regulations as described in the Charter and Internal Regulations, including regulations concerning the use of University facilities.
- 3.8. Any violation of law if such directly affects the University's Charter.
- 3.9. Failure to comply with directions of University officials acting under the provisions set out above.

4. SANCTIONS

One or more of the following sanctions for prohibited conduct may be imposed by the Senate upon students, depending upon the gravity of the offense:

- 4.1. *Admonition*: An oral statement to a student that he or she is violating or has violated institution rules.
- 4.2. *Warning*: Notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

- 4.3. *Reprimand*: A written censure for violation of the specified standards of conduct placed in the student's record, including the possibility of more severe disciplinary sanctions should another violation occur within a stated period of time.
- 4.4. *Disciplinary probation*: Exclusion from participation in privileged or extracurricular activities as set forth in the notice of probation for a period of time not exceeding two academic semesters.
- 4.5. *Restitution*: Reimbursement for damage to or misappropriation of property.
- 4.6. *Suspension*: Exclusion from classes and other privileges or activities or from the University, as set forth in the notice of suspension, for a definite period of time.
- 4.7. *Expulsion*: Termination of student status for any indefinite period. The condition of readmission, if any, shall be stated in the order of expulsion.