

Policy on Academic Dishonesty and Plagiarism

With the aim of dealing with cases of academic dishonesty and plagiarism which are

- serious enough to require action at the departmental level but
- not as serious as to require administrative action defined by the CEU Act *Student Rights, Rules and Academic Procedures*,

the Political Science Department Faculty adopted the following Policy.

1. Attendance Policy and Failure to Comply with Attendance Policy. Lectures and seminars are mandatory for students registered for the course. Lecturers can set their own requirements regarding attendance, but must announce this in the course syllabus.

Upon a written request from the student, the lecturer may exceptionally grant temporary exemption from attending a specific lecture or seminar in accordance with the previously announced attendance policy.

Failure to comply with the course attendance policy may imply consequences for the student's final grade as announced in the course syllabus.

Students have the right to file a formal complaint against sanctions for non-attendance to the Head of Department.

2. Using Unauthorised Materials and Unauthorised Collaboration During Examination. If the student ..

- (a) uses any materials that are not authorised by the instructor for use during an examination, *or*
 - (b) copies from another student's paper during an examination, *or*
 - (c) collaborates during an examination with any other person by giving or receiving information without the specific permission of the instructor,
- he or she may be graded "F" for the examination in which the above infraction was committed, without the right to request a retake examination.

The student has the right to file a formal complaint to the Head of Department against such decision.

3. Plagiarism. If the student offers as his/her own work the words, ideas, or arguments of another person without appropriate attribution by quotation, reference, or footnote, he or she may be given "F" as his/her final grade for the course, without the right to request a retake examination.

The student has the right to file a formal complaint to the Head of Department against such decision.

4. Setting up an Academic Honesty Committee. If the Head of Department judges, on the basis of evidence submitted by the lecturer, that an act of plagiarism was committed, he/she convenes an ad hoc Academic Honesty Committee of three CEU lecturers.

5. Procedures of the Committee. The Committee will first examine the evidence of plagiarism submitted by the lecturer, and then discuss the case with the student. If the Committee concludes that plagiarism was committed, it will recommend that the professor assigns the student a mark of "F" as his/her final grade for the course.

6. Concluding Provision. This Act of the CEU Political Science Department is prepared and passed in full observance of the CEU Act Student Rights, Rules and Academic Procedures (approved by the University Senate on June 7, 1996).