

## **The procedure for processing cases of academic fraud and improper behaviour in studies in the Faculty of Science and Technology**

Clause 26 of the Study Regulations of the University of Tartu:

*The faculty council may establish a procedure for processing cases of academic fraud.*

Clauses 203 and 204 of the Study Regulations state that:

**Academic fraud** means in an assessment of learning outcomes, the use of any materials that the member of the teaching staff has not explicitly permitted the students to use; illicit sharing of knowledge (e.g. prompting, copying other student's work, etc.) by students participating in an assessment of learning outcomes; participating in an assessment of learning outcomes for another student; submission of the written work of another person as the student's own, or the use of parts thereof without the appropriate academic reference; second submission of the student's own work, if the student has already received ECTS for it.

**Improper behaviour** means a serious violation of generally accepted rules of behaviour or academic traditions, forgery of documents or an intentionally committed criminal offence by a student.

### **Decision of the Council of the Faculty of Science and Technology (11 February 2016):**

The procedure for processing cases of academic fraud and improper behaviour in studies:

1. In the case of academic fraud or improper behaviour, the member of the teaching staff who discovered the case, submits a description of the case together with a letter of explanation by the student to the vice dean for academic affairs. In the case of academic fraud, the student's grade in the course protocol is marked as "F" or "not passed".
2. In the case of first-time academic fraud or improper behaviour, the vice dean for academic affairs reprimands the student.
3. In the case of reoccurring academic fraud or improper behaviour, the vice dean for academic affairs submits a proposal to the vice rector for academic affairs to delete the student from the matriculation register.