

**THE PROCEDURES OF HANDLING THE CASES OF INDECENT ACADEMIC BEHAVIOUR OF A STUDENT
OF THE ACADEMY, INCLUDING
THE PROCEDURE OF HANDLING THE CASES OF PLAGIARISM**

I. GENERAL PROVISIONS

1. The Procedures of Handling the Cases of Indecent Academic Behaviour of a Student of the Estonian Academy of Security Sciences, Including the Procedure of Handling the Cases of Plagiarism (hereinafter Procedures) shall be used for regulating the prevention and handling of the cases of indecent academic behaviour, incl. plagiarism, at the Estonian Academy of Security Sciences (hereinafter Academy). Upon the application of the Procedures, the Academy's Principles of Academic Ethics and Study Regulations and other relevant legal provisions are relied on.
2. Cases considered as indecent academic behaviour are brought in the Academy's Study Regulations.
3. Indecent academic behaviour, incl. cases of plagiarism, are handled in connection with the higher education and vocational education students (hereinafter Students) of the Academy, and also in the cases brought in this Procedure, in connection with the former students of the Academy.
4. Depending on the severity of indecent academic behaviour, incl. plagiarism, the Student may either receive a written warning or be deleted from the matriculation register.
5. Upon handling the cases of indecent academic behaviour, incl. plagiarism, The Procedures of Implementation of a Disciplinary Liability of a Student shall not be applied, and the deleting a Student from the matriculation register shall not be considered as a disciplinary punishment in the same meaning it has been used in The Procedures of Implementation of a Disciplinary Liability of a Student.
6. A Student and a former Student may use a representative should a case of indecent academic behaviour, incl. plagiarism be proceeded against them.

II. PREVENTION OF INDECENT ACADEMIC BEHAVIOUR, INCL. PLAGIARISM

7. Upon compiling written papers, the Student follows the Guidelines for the Compilation of Student Papers, incl. the rules for citing.
8. In the beginning of a subject or a module, the lecturer introduces the Students the principles of academic ethics, the rules of assessment, and the requirements for compiling student papers.
9. The lecturer requires the Student to follow the principles of academic ethics in their studies, and also checks that the Student's written papers meet the requirements brought in the Guidelines for the Compilation of Student Papers. If necessary, the Lecturer turns the Student's attention to the deficiencies.

10. Plagiarism detection software is used to prevent and detect plagiarism in graduation and Master's theses, and if necessary, in other written papers. During the writing process of their graduation or Master's thesis, it is compulsory for the student to use the plagiarism detection software to check the correctness of the citing. Curriculum Coordinators organise the processing of all papers handed in for preliminary and final defence in order to check plagiarism; the results are then presented respectively to the preliminary or final defence committee.

III. THE GENERAL PROCEDURE OF INDECENT ACADEMIC BEHAVIOUR, INCL. PLAGIARISM

11. During the Student's study period, but not at their final examination, during the (preliminary) defence of their internship report or graduation or Master's thesis, the procedure of cases of indecent academic behaviour, incl. plagiarism, is organised by the lecturer who detects it either during conducting study activities or assessment.
12. In the case of detecting indecent academic behaviour or plagiarism, the lecturer immediately informs the Student of it, and has a right to eliminate the respective Student from the study process or assessment, and to enter a negative result into the assessment report. The lecturer enters the reason of elimination into the assessment report on the SIS.
13. After detecting indecent academic behaviour or plagiarism, the lecturer summons the Student to discuss the matter and reach an agreement on the possibilities of and requirements for improving the situation (e.g. submitting a new home assignment or doing additional assignments, conducting a new assessment). The agreement shall be made in writing, signed by both parties; and in such case, the procedure shall be finished. Should they not reach an agreement, the lecturer asks the Student to write an explanation, informs the director of the college and forwards an application with the collected materials via the document management system to the Vice Rector for Academic Affairs within ten days after the matter was detected.
14. If indecent behaviour, incl. plagiarism, is detected after the results of an exam or credit test have been announced, the lecturer asks the respective persons write explanations and forwards the related information to the director of the college/institute, and the application with the collected materials via the document management system to the Vice Rector for Academic Affairs within ten days after the matter was detected. If indecent behaviour, incl. plagiarism, becomes evident later than three months after the exam or credit test was conducted, the case shall not be proceeded.
15. The Vice Rector for Academic Affairs organises a committee of at least three persons to review and express their opinions/recommendations on the case of indecent academic behaviour, incl. plagiarism, and forwards the related materials to the members of the committee. The committee is considered as a decision-making body if at least half of the members, incl. the chairman, are present. The chairman of the committee has a right to involve experts into the work of the committee.
16. The committee in section 15 gives the Student an opportunity to give explanations on their behaviour and to defend themselves before the committee.
17. The committee in section 15 presents their grounded opinion to the Vice Rector for Academic Affairs within ten days the materials concerning the respective indecent academic behaviour, incl. plagiarism, were received via the document management system. The opinions/recommendations can be the following:
 - 17.1 to finish proceeding the case, and to warn the Student in writing;

- 17.2 to submit a proposal to the Rector to finish proceeding the case, and to delete Student from the matriculation register;
- 17.3 to finish proceeding the case without giving a written warning, and not deleting the Student from the matriculation register if the case concerns an insignificant infringement.
- 18. If the case of indecent academic behaviour, incl. plagiarism, needs further examination, the Vice Rector for Academic Affairs may issue a directive to extend the time of submitting the opinion and recommendations referred to in section 17 by 30 days. The person being suspected of indecent academic behaviour or plagiarism shall be notified of the matter via email.
- 19. The Vice Rector for Academic Affairs makes a decision of finishing the case of indecent academic behaviour, incl. plagiarism, within five days from receiving the committee's grounded opinion or recommendation. The case shall be finished with a directive issued by a respective person.

IV. SPECIAL PROCEDURE OF INDECENT ACADEMIC BEHAVIOUR, INCL. PLAGIARISM

- 20. In the event of cases of indecent academic behaviour, incl. plagiarism, that have appeared at a final examination, during a (preliminary) defence of an internship report or a graduation or Master's thesis, explanations from respective people will be collected and the tasks mentioned in sections 17, 18 and 19 will be conducted by the final examination committee or the (preliminary) internship, graduation or Master's thesis defence committee.
- 21. The committee in section 20 shall present their grounded opinion and recommendations brought in section 17 to the Vice Rector for Academic Affairs via the document management system within five days.
- 22. The person referred to in section 18 makes their decision upon finishing the case concerning indecent academic behaviour, incl. plagiarism, within five days after receiving the committee's opinion and recommendations. The case shall be finished with a directive issued by a respective person.
- 23. The process of detecting plagiarism in a graduation or Master's thesis can be initiated by any person with legal capacity or a legal person who detects the matter and submits their written application to the Vice Rector for Academic Affairs. The application must be accompanied by proof concerning the signs of plagiarism. Upon proceeding the matter, sections 15-19 of the Procedure shall be followed. Should the case of plagiarism be proved, the Vice Rector for Academic Affairs shall suggest the Rector to declare the graduation documents of the former Student null and void.

V. CHALLENGING

- 24. The procedure of challenging the study process related decisions concerning the Student is brought in the Study Regulations of the Estonian Academy of Security Sciences.