



BPrAL - PPOHE  
**Kolegji AAB**



**MANUAL AND REGULATION FOR ACADEMIC  
MISCONDUCT**

BY: OFFICE FOR QUALITY ASSURANCE  
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## **Academic misconduct**

In AAB University, academic misconducts and academic dishonesty are considered:

- Plagiarism or other taken work without signifying references properly
- Submission of the same paper more than once
- Agreements and secret collaborations between students
- Copying during the exams and mid-term tests
- Other copying and not appropriate references/citations

These are specified in the regulations for Bachelor and Master studies.

Below you will find regulations and punishments for behaviors listed above and a short paragraph about how each are defined from those infringements according to AAB University.

### ***Provisions***

This document was compiled by the Office of Quality Assurance and is valid for the academic year 2014/2015 and 2015/2016. After this period it will be reviewed. This applies to all subjects and for all students of the University.

### ***Definitions***

#### ***Plagiarism***

Plagiarism is taking the work of others without make their references properly. Precisely, plagiarism is the use and presentation of others work, words and ideas, as if they were yours. Therefore, most forms of copying during exams and written reports or essays is plagiarism, but the term is commonly used when referring to the writing of letters, researches, paperwork, essays, diploma thesis, diploma's projects, and different projects and reports.

#### ***Submission of the same paper more than once***

We refer to this case when a student tries to submit the same paper in more than one subject without modification and adjusted changes for the subject. Student has the right to submit the same paper in two subjects, only if he/she agrees with professors of the subjects.

### ***Agreements and secret collaborations between students***

We refer to this case when two or more students try to collaborate with each other submitting the same papers, giving each other their papers for submission, by agreeing that one submits it in a subject the other in another subject, which means same papers, trying to take the work of others and from students of other public and private faculties and submitting it to AAB University as their paper.

### ***Copying during the exams and mid-term tests***

Copying during exams and mid-terms or other different tests is prohibited in AAB University. If the student gets noticed by the professor or assistant, or even from exam's or mid-terms supervisor that he/she has copied in different way in the exam, professor has the right to send out the student and cancel their exam.

### ***Other copying and not appropriate references/citations***

There may be cases when a student writes about various facts taken from a source, but the citation and bibliography provides references of nonexistent or other resources. Not adequate citations by systems or reference's styles can also be considered a violation of academic rules in writing. You should read carefully the guide for reference and citation of AAB University.

### ***Regulations and Punishments: Plagiarism***

1. Plagiarism is the use and presentation of work, words, ideas of someone else, as if it were the student's paper. Therefore, most forms of copying during exams and written reports or essays is plagiarism, but the term is commonly used when referring to the writing of letters, researches, paperwork, essays and reports.
2. As such, if you use someone else's work, you should make references appropriately according to the criteria of attribution. Any quotation of published works or unpublished work of other authors must be clearly identified by putting quotation marks, and students must correctly identify their sources and as complete as possible.
3. Plagiarism includes:
  - The Copying and transmission of information by electronic or printed source in your paper without quoting it.
  - Secret agreements, where two or more students work in the same theme and display it as their individual work.
  - Buying the paper and presenting it as your own works, whether such works are existing or written earlier, including websites that enable this service.
  - Changing the sentences, but copying the sentence structure, without putting the references
  - The copy of many ideas and sentences from a single source, which compounds a large piece of your paper.

- Submission of the paper more than once.
  - No referencing - Use the Harvard system of references or Vancouver's references. Please see the guide for this. You can also use other referencing systems, but must consult with the professor of the subject preliminarily.
  - Translating the sentences from a different language, without referencing it adequately.
4. Regulations and guidelines:
    - i. During the writing of your thesis, it is okay using the work of another, but if only the citing rules are applied correctly, respectively different systems of referencing and citations (ex, Chicago style, APA, Harvard or Vancouver quotation). You should read the guide about this.
    - ii. It is important to use many different resources for a given topic in writing of you thesis, as long as their references are made correctly. The professor can evaluate you for references to various sources. This shows that you have researched and read a lot of resources / articles.
    - iii. Worship the source by quoting it on your script and giving full reference on footnote or in the list of references at the end of the paper or using references of reference systems. All listed references at the end of your article is called "Bibliography", and it should be a special part of your paper.
    - iv. The syllabus of a subject which as a valuation method has the academic articles should show the types of citations that the professor expects to see in your writing. If during your writing you literally get text from another book, then that text must be put in quotes. Such quotes may be suitable for your writing but rules must be respected. However, if you use a lot of quotes in your paper, this is not plagiarism, but this is not your paper/work, so you can get poor grades for that.
    - v. In the case of other people's ideas, it may be difficult to determine what should or should not be cited. That's because there is "common knowledge" on the subject and level of study. If you are not sure which ideas should be cited, then you should consult with your lecturer or professor, or a representative from the Office for Quality Assurance. If you are unsure, it is better to make sure by quoting it.
    - vi. Information obtained from the Internet should be quoted the same as the information obtained from books or newspapers, and you must give the date when you access the information.
    - vii. All work's references has to be done in accordance with the guidelines of AAB, for quotations and references. A special guide has been prepared for you to different ways of citation and references for most of the international systems and reference citation.
    - viii. Plagiarism is plagiarism whether you made intentionally or not on purpose. Students should make sure they understand the principles of appreciating the work of others and should cite it appropriately, according to academic rules.
    - ix. This regulation distinguishes major and minor plagiarism or minor and major violations. **A)** Plagiarism in minor mass is characterized by un-attributed quotes; inappropriate paraphrases or exchange of words in text; not quoting, incorrect or incomplete quoting, and/or copying several paragraphs without citation of the source. Inadequate paraphrasing is plagiarism - that taking someone else's text and reorganize or replace the words to hide it. **B)** Plagiarism in major mass is characterized by copying paragraphs from public resources and not quoting them; or submitting the same paper more than once and for various subjects (without professor's permission), the paper that

- has no reference; and attempt or buy the work of other students, or web sites that deal with these services.
- x. There are similarities in major and minor collaborations. Note that the delivery of the paper to someone else as yours is academic violation.
  - xi. If the professor suspects plagiarism in your work, then he / she will try to find the source. Even if the professor cannot find the source, but still suspect's plagiarism, he may ask the dean's office to prove it. If work has plagiarism, the Dean's Office will notify the professor and will invite the student to discuss this problem. If the student is absent, he / she may be represented by another member of the University, but the student should avoid that.
  - xii. Absolute proof is not required to prove plagiarism. It's enough to suspect that there has been plagiarism from the professor and the dean's office and to decide that the student has done academic violation no need to go "beyond reasonable or logical doubt"
  - xiii. One must distinguish between violations of first, second, third and so on.
    - A) First minor violations are treated as errors due to poor understanding of academic writing. This is characterized as an "unacceptable work" the paper will not be accepted and it needs to be corrected. This concludes the first act and will be registered in the student's file.
    - B) The second violation is when the act is repeated – if the student despite the first warning continues doing it for second time.
    - C) All acts of violations are registered. The professor/lecturer will keep notes of the details. The notes of violations are opened throughout the whole study program.
    - D) If it's determined that for open cases there's no violation, the case won't be registered.
    - E) After the decision is made, the student can appeal against the decision, but only in terms of procedural irregularity.
  - xiv. All violations from the lecturer are referred to the Dean. Deanery invites the student for discussion with the dean and professor/lecturer. The professor / lecturer presents the case and interviews the student after, with a representative, if the student wants or finds it necessary, but who should be a member of the university.
  - xv. A) The interviewing panel may consider all the circumstances in which the student was. B) The panel may recommend any punishment, and the student can be excluded at this stage. In case of student's cooperation, where the professor cannot prove the guilt of each student individually, the professor can refuse the papers of those in which he suspects that there is plagiarism or association. The papers are considered as " unacceptable work " and can be requested within a period of time that the revised paper to be re-submitted. If the professor identifies the guilty, that student is treated according to the table one (1) below.
  - xvi. Students invited for an interview by the dean's office and the interview panel should be consulted in advance with their professor.
  - xvii. The following table shows the level of punishments for different cases at AAB University. This is applied to all subjects and all students of the AAB University.

<b>Violations of Plagiarism</b>			
	<i>First violation</i>	<i>Second violation</i>	<i>Third and other violations</i>

<p><i>Minor</i></p>	<p>Original grade, (if the student in that subject's paper has taken his grade once but later alleged for plagiarism), takes the grade when he/she submits the acceptable version of the paper.</p> <p>The final grade will be given according to merit, but will not exceed the original grade given in the paper.</p> <p>The student is required to take appropriate and practical instructions in writing academic.</p> <p>The student's file for academic misconduct is created. The academic misconduct is registered in the student's file.</p>	<p>The student receives a written warning for academic misconduct and zero grade rating for the corresponding paper, and the consequences for reassessment.</p> <p>The student's file for academic misconduct is created. The academic misconduct is registered in the student's file.</p>	<p><b>The student addresses to the Deanery:</b></p> <p><b>Warning:</b></p> <ol style="list-style-type: none"> <li>1) The grade for subject/module is limited to minimum, the student can take only passing grades (6 six) if included in any reassessment.</li> <li>2) The placement of the zero grade means that all systems/ components of evaluation be evaluated with zero, whether it's the first evaluation or reevaluation.</li> <li>3) The student must retake the subject the following year or semester. (or attend all lectures from the beginning and submit to all exams, mid-terms etc of the subject)</li> </ol>
<p><i>Major</i></p>	<p>The student receives a written warning for academic misconduct and zero grade rating for the corresponding paper, and the consequences on reassessment.</p> <p>The student's file for academic misconduct is created. The academic misconduct is registered in the student's file.</p>	<p>The student receives a written warning for academic misconduct and zero grade rating for the entire subject.</p> <p>The student is required to repeat the whole course / module in the next academic year or semester.</p> <p>The student's file for academic misconduct is created. The academic misconduct</p>	<p><b>The student addresses to the Deanery and Rectorate:</b></p> <p><b>Warning:</b></p> <ol style="list-style-type: none"> <li>1) The student gets expelled from the University.</li> </ol>

		is registered in the student's file.	
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Table 1: Regulation for plagiarism and punishments at AAB University.

***Other copying and not appropriate references/citations***

Copying in exams

5. Copying answers from other students, or referencing without permission of books, computers, laptops, and / or reference notes in a mobile phone. Also, the use of mobile phones to discuss or get answers from another student, whether or not present in the classroom is prohibited.
6. Trick or copying is also changing the questions in the exam and then you are required an assessment. It is the student's responsibility to submit the test as he/she received it; every change is academic misconduct.
7. For exams "with open book", or for homework (where the student takes the exam at home and answers exam's questions), or for which are given questions in advance, professor should make the rules more clear, and students must contain them.
8. If a student is in conjecture as to the meaning of the instructions, he or she should seek clarification from the professor. The usual expectation is that each student will prepare their answers themselves; cooperation with others is acceptable only if asked by the professor to work in groups. In all cases, the student's answers should represent his opinion and his understanding. If a student believes that his/her answers are influenced by books or the others opinions, he/she must specify this in the paper and cite/reference the resources.
9. You can refer to the table (Table 1) above for the punishments.



### ***Multiple deliveries***

10. Students should not submit the same article to more than one subject or more than once. If the themes for both papers match, the student must have written permission by two professors of the subject before combing the work in two papers or review/reorganize the previous paper and submit it to the new subject.
11. You can refer to the table (Table 1) above for the punishments.