



Kolegji AAB
CILËSI. LIDERSHIP. SUKSESI!

Student Code of Conduct **Manual and Regulation**

From: Quality Assurance Office

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Poor academic behavior

At AAB College, poor academic behavior and academic dishonesty is considered:

- Plagiarizing or taking another's work without proper referencing
- Multiple submissions of same material
- Hidden agreements / collaborations between students
- Cheating during exams
- Other types of cheating and inadequate references / citations

The above-mentioned points are also specified in regulations for Bachelor and Master studies.

Below you will find the rules and penalties for the behaviors listed above and one short paragraph about how each of these violations is defined by AAB College.

General Provisions

This document has been compiled by the Quality Assurance Office and is valid for the academic year 2014/2015 and 2015/2016. After this period of time, it will be taken under reconsideration. This applies to all subjects and all students of AAB College.

Definitions

Plagiarism

Plagiarism is the practice of taking someone else's work without proper referencing. More specifically, plagiarism is the use and presentation of work, words, ideas of someone else, as if they were your own.

Therefore, most forms of cheating during exams and written reports or essays is a form of plagiarism, but the term is commonly used when referring to the writing of letters, research, assignments, essays, diploma theses, diploma projects and other projects or reports.

Multiple submissions of same material

By this we refer to the case when a student tries to submit the same work to more than one a subject without modifications and adaptive changes to the subject in question. The student may have the right of handing over the same work to two different classes only if the professors of the relevant subjects agree beforehand.

Hidden agreements / collaborations between students

This is a reference to when two or more students try to hand over the same material but in different classes or subjects. More specifically, when students are given the work of others from different Universities and Colleges and attempt to submit it as their own in AAB College.

Cheating during exams

Cheating during exams or tests is prohibited at AAB College. If the student is caught cheating during exams by the professor, assistant professor, or by the supervisor of the examinations, the latter have the right to escort the student out of the classroom and have their exam cancelled.

Other types of cheating and inadequate references / citations

By this we refer to cases when students do not show the truth of their sources that they have used in their writings or works. This may be the case when the student writes about facts that he or she received from a source, but references a different or non-existing source in the bibliography of references. Failure to properly cite references or adhere to reference styles may also be considered a violation of academic writing rules. The reference and citation guide of AAB College should be carefully read.

Regulations and penalties: Plagiarism

1. Plagiarism is the use and presentation of work, words, ideas of someone else, as if they were their own. Most forms of cheating during exams and written reports or essays is a form of plagiarism, but the term is commonly used when referring to the writing of letters, research, assignments, essays, diploma theses, diploma projects and other projects or reports.
2. As such, if you are going to use someone else's work, the proper references that are in accordance with the quotation criteria need to be met. Any quotation from the published or unpublished works of other authors should be clearly identified by being placed in quotation marks, and students should identify their sources as accurately and as completely as possible.

3. Plagiarism includes:

- a. Copying and transferring information from an electronic or printed source to your work without quoting it.
- b. Hidden agreements between two or more students working on the same thesis while presenting it as their own individual work.
- c. Purchasing works and presenting them as your own, regardless if these works are already pre-existing, pre-written, written specifically for the student or taken from websites that offer such services.
- d. Altering sentences, but copying their structure without properly referencing the original work.
- e. Copying a large sum of ideas and sentences from a single source, which makes up for a big portion of the work you present as your own.
- f. Multiple submissions of same material
- g. Not referencing work. It is recommended that the Harvard or Vancouver reference system is used. Please see the guide for this. You can also use other reference systems, but consult with the subject professor in advance.
- h. Translation of sentences from another language without adequate referencing.

Rules and guidelines:

- It is okay to use another's work during the writing of your own, but only if proper quotation rules are adhered to. Different reference and citation systems (e.g. Chicago Style, APA, Harvard or Vancouver) can be used. Reading the guide to quotations is strongly advised.
- It is important to use many different sources for a specific topic in your writing; however, the references must be made accurately and correctly. The professor can evaluate you for different source references. This usually indicates that you have researched and read many resources / articles.
- Appreciate the source by quoting it in your writing, fully referencing it in the footnote or list of references at the end of the paper or in other ways by referring to one of the available reference systems. All references at the end of your article are referred to as the "Bibliography".
- The syllabus of a subject that has academic writing as a method of assessment should show the forms of citation that the professor expects to see in your writing. If you copy text verbatim during your writing, then you must use quotation marks on said text. Quotations rules must be adhered to when using quotations in your writing. However, if you use a lot of quotes in your paper, even though this is not considered plagiarism, you may receive an unsatisfactory grade for using too much of someone else's work.
- In the case of other people's ideas, it may be difficult to determine what to cite or not. This is because some ideas are "common knowledge" on a particular topic. If you are not sure which ideas should be quoted, then you should consult your lecturer or professor, or a representative from the Quality

Assurance Office. If you still are uncertain or any of the above were not available for help, it is better to make sure by using quotation marks.

- Information received from the internet should be cited the same as information received from books or newsletters. The date when the information was accessed should be provided in your citation.
- References of all work should be done in accordance with the AAB College Guidelines on citations and references. A special guide has been prepared about the various ways of citing and referencing for most international systems of citation and referencing.
- Whether it is done intentionally or unintentionally, the consequences of plagiarism are the same. Students need to make sure that they understand the principles of appreciating the work of another and have to properly cite it, in accordance with the academic rules.
- This regulation distinguishes between small and large measures of plagiarism and between small and large violations.
 - Plagiarism in small measure is characterized by un-attributed quotations; inappropriate paraphrasing or replacement of words in the text; not quoting, inaccurate or incomplete quoting, and / or copying of paragraphs without quoting the source. Inadequate paraphrasing is plagiarism - that is, taking someone else's text and reorganizing or replacing words to hide it.
 - Plagiarism in large measure is characterized by copying many paragraphs from public sources and not citing them; handing over the same work more than once and for different subjects (without the permission of the professor); having no references despite their use; or attempting to purchase work from websites or other sources that provide such services.
- There are similarities between small and large collaborations. Keep in mind that handing over someone else's work as yours is breach of academic rules.
- If the professor suspects that you are plagiarizing work, then he / she will try to find the source. Even if the professor cannot find the source, but still suspects plagiarism, he/she may ask the deanery to prove this. If the paper is plagiarized, the Dean's Office will inform the professor and invite the student to discuss this problem. If the student is absent, he / she may be represented by another member of the College, but this should be avoided at all costs.
- Absolute evidence of plagiarism is not required. If the professor and the dean suspect that there has been plagiarism, that is enough to decide that the student has committed a violation of the law, and there is no need to go beyond "reasonable or logical suspicion".

- One must distinguish between the first, second, third and other further violations.
 - Small, first violations are treated as errors due to the poor understanding of academic writing. This is categorized as "unacceptable work"; the paper is not accepted and must be corrected. This is categorized as the first violation and is recorded in the student's file.
 - The second violation is when the case is repeated - that is, if the student, despite the first warning, repeats the same violation a second time.
 - All violations are recorded. The professor / lecturer will keep notes of the details of any such case. Violation records are kept open until the student completes the study program.
 - If it is verified that there are no violations in an open case, the case is not recorded.
 - Once the decision has been made, the student can appeal against the decision, but only in terms of procedural irregularity.
- All violations are passed to the Dean by the lecturer. The Deanery invites the student to speak with the Dean and the professor / lecturer. The professor / lecturer then presents the case and, the student is interviewed. The student may choose to take the interview with a representative by their side, provided that this representative is part of AAB College.
 - The interviewing panel may take under consideration all the cases in which the student was a part of in order to come to a conclusion.
 - The panel may recommend any punishment, which may result in the expulsion of the student. In the case of shared work between students, where the professor cannot prove the guilt of each individual student, the professor may refuse the work of all students suspected of plagiarism. Works will be considered as "unacceptable" and may be required to be re-submitted within a certain timeframe. If the professor identifies the culprit, the student concerned is treated accordingly as shown in the table below.
- Students invited to an interview by the deanery and the interviewing panel should consult their professor in advance.
- The table below shows the level of penalties for various cases at AAB College. This applies to all subjects and all students of AAB College.

Plagiarism violations

	First Violation	Second Violation	Third Violation
Small measures	<p>The original grade, (if the student has already been graded in a subject but is later suspected of plagiarism), is received only after the student submits the revised, acceptable version of his work.</p> <p>The final grade of the student's work will be given based on merit, but it will not exceed that which they received before they were suspected of plagiarism.</p> <p>The student is required to receive appropriate and practical instructions in academic writing.</p> <p>A student file for poor academic behavior is created where inadequate student behavior is recorded.</p>	<p>The student receives a written notice of inadequate academic behavior and receives a failing grade for their work with additional consequences during reassessment.</p> <p>A student file for poor academic behavior is created where inadequate student behavior is recorded.</p>	<p>The student is directed to the deanery:</p> <ol style="list-style-type: none"> 1. The student can only receive a minimal, passing grade in the relevant subject, if they are to be reassessed. 2. Setting the student's grade to zero means that all assessments for that particular student are to be graded with a 0 regardless if it is the first evaluation or revaluation. 3. The student must retake the course on the coming year or semester. (or attend all the lectures from the beginning and to undergo all exams, and so on).

Large measures	The student receives a written notice of inadequate academic behavior and receives a failing grade for their work with additional consequences during reassessment.	The student receives a written notice of inadequate academic behavior and receives a failing grade for their work with additional consequences during reassessment.	The student is directed to the deanery or the rectorate:
	A student file for poor academic behavior is created where inadequate student behavior is recorded.	<p>The student must retake the course on the coming year or semester.</p> <p>A student file for poor academic behavior is created where inadequate student behavior is recorded.</p>	<ol style="list-style-type: none"> 1. The student is expelled from the College.

Other types of cheating and inadequate references / citations

Cheating during exams

- Copying answers from other students, or referring, without permission, to books, computers, laptops, and / or referral to notes on the mobile phone. Furthermore, using phones to discuss or receive responses from another student, regardless of whether they are present in the classroom or not, is prohibited.
- Fraud or copying is also the altering of questions of the exam. It is the responsibility of the student to pass the exam as it has been received; any change is considered poor academic behavior.
- For "open-book" exams, or for home exams (where a student takes the exam from home) or for exam questions that are given in advance, the professors should make the rules clear; and students must adhere to them.
- If a student is unclear on the instructions, they should seek clarification from the professor. The commonplace expectation is that each student will prepare their own answers; cooperation with others is acceptable only if requested by the professor to work in groups. In all cases, the answers that the student submits should represent their thoughts and understanding. If the student thinks that his or her answers are influenced by the books or thoughts of others, they must mention this in the paper and cite / refer the sources.
- Go to the table (table 1) above for the foreseen penalties should the rules be breached.

Multiple submissions of same material

- Students must not submit the same work to more than one subject or more than once. If two subjects are similar, the student must have written permission from the professors who teach those subjects before reviewing / reorganizing the previous work and submitting it to another subject.
- Go to the table (table 1) above for the foreseen penalties should the rules be breached.