

Scholastic Honesty Rules

Approved by the rector of Vysoká škola manažmentu

Intent

To define scholastic honesty for the University community and to establish a process for the resolution of allegations of scholastic honesty violations.

Policy

Scholastic honesty in students, faculty and staff requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. The University holds students individually responsible for understanding and exercising standards of scholastic honesty in every aspect of study and in all work submitted.

Definitions

VSM applies zero tolerance towards violations of scholastics honesty that are broadly defined as any act that constitutes cheating or misrepresentation of the actual authors of one's work. Violations of scholastic honesty include, but are not limited to following examples:

I. Cheating:

- a) using unauthorized materials (books, notes) or unauthorized electronic devices (cell phones, tablets, PCs) to answer questions during examinations, delivered either in-class or online
- b) using or copying another student's solutions or answers during examinations, delivered either in-class or online
- c) assisting or allowing someone else to cheat

II. Plagiarism:

- a) presenting another person's work as your own
- b) paraphrasing or condensing ideas from another person's work without proper citation
- c) failing to document direct quotations with a proper citation

- d) word-for-word copying, use of select phrases from another's work or simply failing to properly cite all sources from which data, examples, ideas, words, or theories are found
- e) using artificial intelligence (AI) based applications for composition, syntax or other purposes that are subjected to evaluation

*Note: All relevant information about proper use of sources and avoiding plagiarism in student papers are presented in the publication **Research & APA style guide**, available in electronic form at <https://www.vsm.sk/us/students/scholastic-honesty/policies-procedures/>.*

III. Other forms of scholastic dishonesty:

- a) changing examination solutions after the fact; inventing, changing or falsifying data or research
- b) reproducing or duplicating images, designs, or web pages without giving credit to the developer, artist, or designer
- c) submitting work created for another course, or resubmitting work for the same course without prior approval from the instructor
- d) misrepresenting oneself or one's circumstance to gain an unfair advantage
- e) collaborating with another person(s) without prior approval from the instructor
- f) selling or providing term papers, course work, or assignments to other students for the purpose of plagiarism
- g) bribing or attempting to bribe an instructor

An instructor should contact the chair of Scholastic Honesty Committee as soon as possible upon suspecting a scholastic honesty violation. When the suspicion turns to be justified, a Scholastic Honesty Violation Allegation form and the student's paper which is the subject of the allegation, along with any other supporting documentation regarding the case is submitted to the Scholastic Honesty Committee Chair. The instructor must also request that a "K" grade designation on the student's record is placed (this grade means scholastic honesty violation allegation is filed against the student). Further details of scholastic honesty procedures are available at the VSM portal: <https://www.vsm.sk/us/students/scholastic-honesty/policies-procedures/>.

If the course has not yet concluded, the student may continue with full class participation until resolution of the case unless the faculty member and rector jointly determine that the student's conduct interferes with others' learning. A student who is accused of violating scholastic honesty

rules has the right to attend the committee hearing in person (no representatives are accepted) or send his/her statement electronically, via e-mail. In cases where a violation of scholastic honesty (SH) is found to have occurred, the following disciplinary actions may include, but are not necessarily limited to the following:

- ❖ 1st violation of SH rules = issuance of a 0.0 for the assignment
- ❖ 2nd violation of SH rules = issuance of a 0.0 for the course grade
- ❖ 3rd violation of SH rules = issuance of a 0.0 for the course grade
and academic suspension from VSM for one or more
quarters

At the Committee's discretion, lesser sanctions may be imposed, based on unique circumstances or the evidence presented. The student will be notified in writing of the committee's decision. If the allegation was filed by an instructor, the instructor will be notified in writing as well.

Student's Right to Appeal

Students may appeal the committee's decision within ten (10) days to the rector of VSM, whose decision is final. Such an appeal will be examined only if potential misconduct in committee's procedures occurs or new, case related findings are presented.