

Adopted by the Faculty of Arts and Humanities council on 10th November 2021

**PROCEDURE OF DEALING WITH CASES OF ACADEMIC FRAUD
AND IMPROPER BEHAVIOUR
IN THE UT FACULTY OF ARTS AND HUMANITIES**

1. In the case of academic fraud and improper behaviour, the chapter VII.9 “Good academic practice” of the Study Regulations of the University of Tartu is followed.
2. A teaching staff member who has discovered academic fraud in a course must give a warning to the student, or in case of a more serious violation, make a proposal to the committee to process the case. The proposal to process the case, including the description of the violation, must be sent to the committee’s email address hv.petturlus@lists.ut.ee.
3. In the Faculty of Arts and Humanities, the cases of suspected academic fraud and improper behaviour are processed by the faculty’s five-member committee, including the research integrity counsellor, three academic staff members and one student. The committee may involve other relevant specialists in its work.
4. The committee is formed by the dean’s directive from among the candidates proposed by the heads of institutes and the student union, taking into account the diversity of disciplines. The maximum term of office of a committee member is two years.
5. The committee has a quorum if at least two academic staff members and the student representative take part in processing the case.
6. The committee takes a reasoned decision within 14 days of receiving the proposal.