PROCEDURE FOR PROCESSING CASES OF ACADEMIC FRAUD AND IMPROPER BEHAVIOUR IN UT FACULTY OF ARTS AND HUMANITIES

1. For the definition of academic fraud, please see Study Regulations, Chapter IX.10. Academic fraud and improper behaviour.

2. A person who has discovered a case of academic fraud will inform the student, the programme director of the student’s curriculum and the head of the institute managing the programme and the vice dean for academic affairs of the respective faculty of such a case. The student suspected of academic fraud may explain his/her activity to the vice dean for academic affairs and defend him/herself.

3. In the case of first-time academic fraud in an examination taken or in essays or other written papers in a specialty (excl. research studies and final papers of the study level), the student is given a reprimand by the directive of the vice dean for academic affairs. Having received a negative result due to academic fraud, the student does not have the right to retake the examination.

4. In the case of repeated violation, submission of another person’s entire paper as the student’s own, plagiarism in final papers (research papers, bachelor’s, master’s and doctoral theses) and improper behaviour, the vice dean for academic affairs forms a committee to process the incident of academic fraud or improper behaviour (hereinafter committee).

5. For processing an incident of academic fraud or improper behaviour, a three-member committee is formed by the directive of the vice dean for academic affairs. The committee may involve experts for assessing the case.

6. In the case of academic fraud or improper behaviour as described in clause 4, the suspected student is given a chance to explain his/her actions and to defend him/herself in front of the committee.

7. The committee will make a reasoned decision within ten working days of forming the committee. If the committee establishes that the case involved academic fraud or improper behaviour, the committee makes a motion to the vice dean for academic affairs to reprimand the student or to submit a proposal for the deletion of the student from the matriculation register.

8. If the student has committed academic fraud or behaved in an improper manner as described in clause 4, the vice dean for academic affairs has the obligation to reprimand the student or submit a proposal to the vice rector for academic affairs for deleting the student from the matriculation register. Having received a negative result due to academic fraud, the student does not have the right to retake the examination.