

DOCUMENT ON ACADEMIC INTEGRITY

School of Advanced Studies

Academic integrity refers to a set of academic values that have to do with honesty, mutual respect, trust, and willingness to improve our own intellect. Every member of SAS at any level is expected to adhere to the principles of academic integrity. The respect of academic integrity is of great value for SAS and it is conducive to the establishment of the School at an international level. In fact, the absence of academic integrity would undermine the credibility of SAS and, as a result, the value of degrees and diplomas. For instance, if plagiarism were tolerated, the value of the study and research at SAS would become and be perceived as valueless, thereby affecting negatively everyone who studies and works at SAS, or will receive a degree from SAS. It is thus important to stress that violations of academic integrity would impact SAS as a whole and therefore cannot be tolerated.

Although any member of SAS is expected to adhere to academic integrity, this document is a guideline for students to help them understand what counts as a violation of academic integrity. This document clarifies different forms of violations of academic integrity and introduces a uniform general system of penalties.

This guideline has two main functions. First, it will help you understand different types of violations of academic integrity and teach how to avoid them. It includes the main types of plagiarism, one of such violations, with many examples. Along with the examples of plagiarism, you are given instructions how to cite sources in order to avoid plagiarism. Second, this guideline will serve as an official rulebook for instructors who make decisions on possible violations of academic integrity.

The guideline details penalties for violations. When a violation is detected in a student's work, the instructor will appeal to this document to justify penalties.

Notably, these guidelines leave no room for exceptions. In the cases of violations listed below, the instructor is obliged to take disciplinary action accordingly. In other words, the guidelines are universal and must be followed strictly.

TYPES OF VIOLATIONS OF ACADEMIC INTEGRITY

There are 5 kinds of violations of academic integrity. The list is not intended to be exhaustive. Any behavior that does not literally match one of these violations but is similar in spirit can be considered to fall into one of these categories, and be treated accordingly.

- A) Plagiarism
- B) External unauthorized or hired help
- C) Over-reliance on someone else's help
- D) Cheating
- E) Disrespectful behavior during collective work

(A) PLAGIARISM

Plagiarism can be defined as (i) copying or paraphrasing someone else's work *and* (ii) presenting it as one's own. Copying from books, articles, and the Internet without references is plagiarism. Paraphrasing a text without sufficient acknowledgment is plagiarism. Even if sufficient attribution is given, (e.g. acknowledgment through footnotes) the proportion of paraphrased text in work presented *as one's own* may be so great as to attract a charge of plagiarism.

How to avoid the charge of plagiarism

If you take a fact or idea directly from someone else, you must give a reference. The purpose of the reference is to allow the reader to assess the validity of the evidence from which your argument is constructed. Use your common sense about this. You do not

reference everything. The basic rule is to give a reference for any information that is not easily available, is contentious, or is particularly important for your argument.

Note that you are *encouraged* to use someone else's work (see clause i above). As a scholar you should engage with the existing literature in the fields you are addressing in your work. However, you have to credit someone else's work, i.e. you can't present it as your own work (clause ii).

The Penalty

Work that contains plagiarism will be regarded as valueless. If any form of plagiarism is detected, the instructor is **obliged** by SAS regulations to take disciplinary actions. In case of first occurrence, a student will receive final warning. Plus, points will be subtracted from the assignment grade for diminished originality.

If a student repeats plagiarism, they will receive a **grade of zero either for the particular work or for the whole course**. Please, see details below.

Note that the definition of plagiarism adopted does not require that someone *intends* to plagiarize in order for a piece of writing to be considered plagiarism. Therefore, consider the following examples carefully.

Types of plagiarism with examples and penalties

1. **Copying the exact words from someone else without quotation and reference.**

Penalty:

1. if it is three sentences or more, or a main argument of a student's work then a grade of zero *must* be given for the assignment;
2. if it is less than three sentences and not a main argument of a student's work then a student's grade *must* be reduced to a non-passing grade for the assignment;

3. If a student plagiarizes again, in any course, a grade of zero *must* be given for that course.

Example:

Student's essay: In my essay I argue that Aristotle conceives of ethical theory as a field distinct from the theoretical sciences. Its methodology must match its subject matter—good action—and must respect the fact that in this field many generalizations hold only for the most part. We study ethics in order to improve our lives, and therefore its principle concern is the nature of human well-being.

Original source: “Aristotle conceives of ethical theory as a field distinct from the theoretical sciences. Its methodology must match its subject matter—good action—and must respect the fact that in this field many generalizations hold only for the most part. We study ethics in order to improve our lives, and therefore its principal concern is the nature of human well-being.” (Stanford Encyclopedia of Philosophy. “Aristotle’s Ethics.” In: *Stanford Encyclopedia of Philosophy* Online. URL: <https://plato.stanford.edu/entries/aristotle-ethics/>. Accessed January 12, 2019).

Correct way: According to Stanford Encyclopedia of Philosophy, “Aristotle conceives of ethical theory as a field distinct from the theoretical sciences. Its methodology must match its subject matter—good action—and must respect the fact that in this field many generalizations hold only for the most part. We study ethics in order to improve our lives, and therefore its principal concern is the nature of human well-being.” (Stanford Encyclopedia of Philosophy. “Aristotle’s Ethics.” In: *Stanford Encyclopedia of Philosophy* Online. URL: <https://plato.stanford.edu/entries/aristotle-ethics/>. Accessed January 12, 2019).

2. Paraphrasing someone else text without proper reference.

Penalty:

1. if it is three sentences or more, or a main argument of a student's work then a grade of zero *must* be given for the assignment;
2. if it is less than three sentences and not a main argument of a student's work then a student's grade *must* be reduced to a non-passing grade for the assignment.
3. If a student plagiarizes again, in any course, a grade of zero *must* be given for that course.

Example:

Student's essay: Aristotle thinks that an ethical theory is a field different from the theoretical sciences. The methodology of an ethical theory must be compatible with its subject matter, that is, good action. We study ethics in order to improve our lives, and thus its main concern is the human well-being.

Original source: "Aristotle conceives of ethical theory as a field distinct from the theoretical sciences. Its methodology must match its subject matter—good action—and must respect the fact that in this field many generalizations hold only for the most part. We study ethics in order to improve our lives, and therefore its principal concern is the nature of human well-being" (Stanford Encyclopedia of Philosophy. "Aristotle's Ethics." In: *Stanford Encyclopedia of Philosophy* Online. URL: <https://plato.stanford.edu/entries/aristotle-ethics/>. Accessed January 12, 2019)

Correct method: Aristotle thinks that an ethical theory is different from the theoretical sciences. The methodology of an ethical theory must be compatible with its subject matter, that is, good action. We study ethics in order to improve our lives, and thus its main concern

is the human well-being (Stanford Encyclopedia of Philosophy. “Aristotle’s Ethics.” In: *Stanford Encyclopedia of Philosophy* Online. URL: <https://plato.stanford.edu/entries/aristotle-ethics/>. Accessed January 12, 2019)

3. Quoting and paraphrasing secondary sources paraphrasing original sources without consulting them and without mentioning the source from where quotes and paraphrases are taken.

Sometimes, especially in case of old and famous works, there are plenty of texts describing and paraphrasing original sources. If a student uses these intermediary sources to describe original sources without acknowledging authorship, it is also classified as plagiarism.

Penalty:

1. if it is three sentences or more, or a main argument of a student’s work then a grade of zero *must* be given for the assignment;
2. if it is less than three sentences and not a main argument of a student’s work then a student’s grade *must* be reduced to a non-passing grade for the assignment. compromised originality;
3. If a student plagiarizes again, in any course, a grade of zero *must* be given for that course.

Examples:

#1

Student’s essay: Lakoff’s theory of “moral politics” posits that people reason about the complex domain of policy by metaphorically mapping it onto the domain of family and parenting (Lakoff, 2002).

Original source: «As an orienting case, we first focus on Lakoff's (2002) theory of "moral politics." This theory posits that people reason about the complex domain of policy by metaphorically mapping it onto the domain of family and parenting» (Boutyline & Vaisey, 2016).

Correct method: As Boutyline and Vaisey argue, Lakoff's theory (2002) «posits that people reason about the complex domain of policy by metaphorically mapping it onto the domain of family and parenting» (Boutyline & Vaisey, 2016).

#2

Student's essay: "Philip Converse argues that "[L]arge portions of an electorate simply do not have meaningful beliefs, even on issues that have formed the basis for intense political controversy among elites for substantial periods of time" (Converse, 1964: p. 245).

Original Source: «In his famous paper on "The nature of belief systems in mass publics," Converse (1964) argued that opinion instability is due mainly to individuals who lack strong feelings on the given issue but nevertheless indulge interviewers by politely choosing as best they can between the response options put in front of them - but often choosing in an essentially random fashion. "[L]arge portions of an electorate," he suggested, "simply do not have meaningful beliefs, even on issues that have formed the basis for intense political controversy among elites for substantial periods of time"» (1964: p. 245).

Correct method: "Philip Converse argues that "[L]arge portions of an electorate simply do not have meaningful beliefs, even on issues that have formed the basis for intense political controversy among elites for substantial periods of time" (As cited in Zaller, 1992).

Explanation: Consider example #1. While it is a correct description of Lakoff's theory, the student used the article of Boutyline & Vaisey paraphrasing it. However, the student presented Boutyline & Vaisey's summary as her own. Consider example #2. While the

difference is tiny (as cited in Zaller, 1992 instead of Converse, 1964), the fact that the student used Converse's quotation found in Zaller's text means that she did not read Converse's text. The fact that these particular pieces in Boutyline & Vaisey's and Zaller's texts paraphrase research papers and do not contain original arguments does not mean that the student does not commit plagiarism. Remember that any kind of borrowing without acknowledgment is plagiarism.

Note

Sometimes, especially in case of old and famous works, books have prefaces, forewords, and other parts commenting on the text and written by authors different from the author of the book. If ideas are borrowed from these prefaces and forewords, there should be footnote references to the author of a preface or a foreword, not the book itself, as in case of any other paraphrasing. If sentences are borrowed from these prefaces and forewords, there should be quotation marks and footnote references to the author of a preface or a foreword, not the book itself, as in case of any other citing. Citing or borrowing ideas from this part of a book without references to a person who actually wrote this piece but with references to the author of the book instead will be also considered a form of plagiarism. According to the criteria outlined above, it will be penalized by giving zero for a course or an essay depending on whether it constitutes a part of the main argument and contains more than three sentences.

4. Copying the exact words from someone else with reference but without quotation.

Penalty:

Student's grade *should* be reduced depending on quantity of improper quotations

Example:

Student's work: According to Stanford Encyclopedia of Philosophy, Aristotle conceives of ethical theory as a field distinct from the theoretical sciences. Its methodology must match its subject matter—good action—and must respect the fact that in this field many generalizations hold only for the most part (Stanford Encyclopedia of Philosophy. "Aristotle's Ethics." In: *Stanford Encyclopedia of Philosophy* Online. URL: <https://plato.stanford.edu/entries/aristotle-ethics/>. Accessed January 12, 2019)."

Original source: "Aristotle conceives of ethical theory as a field distinct from the theoretical sciences. Its methodology must match its subject matter—good action—and must respect the fact that in this field many generalizations hold only for the most part" (Ibidem).

Correct method: According to Stanford Encyclopedia of Philosophy, "Aristotle conceives of ethical theory as a field distinct from the theoretical sciences. Its methodology must match its subject matter—good action—and must respect the fact that in this field many generalizations hold only for the most part." (Ibidem).

5. **Copying exact words from the work analyzed in the written assignment without quotation marks, but mentioning the author's name or giving reference.**

Penalty:

Student's grade *should* be reduced depending on quantity of improper quotations

Example:

Student's essay: Aristotle thinks that the chief good is some end of the things we do, which we desire for its own sake. He states that the knowledge of it has a great influence on life. He insists that we must try to determine what it is, and of which of the sciences or capacities it is the object. He himself believes that it belongs to the most authoritative art, that is, politics.

Original source: “If, then, there is some end of the things we do, which we desire for its own sake (everything else being desired for the sake of this), and if we do not choose everything for the sake of something else (for at that rate the process would go on to infinity, so that our desire would be empty and vain), clearly this must be the good and the chief good. Will not the knowledge of it, then, have a great influence on life? ... We must try, in outline at least, to determine what it is, and of which of the sciences or capacities it is the object. It would seem to belong to the most authoritative art and that which is most truly the master art. And politics appears to be of this nature.” (Aristotle. *Nicomachean Ethics*, Book I, 2 OR *Eth. Nic.*, I, 2 (format used in Classics) OR regular citation: Aristotle. *Nicomachean Ethics*, translated by W.D. Ross. URL: <http://classics.mit.edu/Aristotle/nicomachaen.1.i.html>. Accessed January 12, 2019).

Correct method: Aristotle thinks that «the chief good is some end of the things we do, which we desire for its own sake». He states that the knowledge of it has «a great influence on life». He insists that «we must try to determine what it is, and of which of the sciences or capacities it is the object». He himself believes that it belongs to «the most authoritative art”, that is, politics (Ibidem).

When is citation unnecessary?

You do not footnote everything. Use your common sense about this. The basic rule is to give a footnote for any original argument or information introduced by someone else that is not easily available, is contentious, or is particularly important for your argument. However, if you are uncertain, it is safer to give a footnote than to be charged with plagiarism. Another excellent solution is to consult with your instructor or another professor.

Examples

You do not need to give a reference in the following cases because It is common knowledge.

- Louis XIV lived in the 17th century;
- France under Louis XIV can be classified as an absolute monarchy;
- Freud founded psychoanalysis.
- Aristotle was Plato's student
- Einstein developed the Theory of Relativity

You **must** to give a reference in the following cases. These are specific arguments or information that do not constitute common knowledge:

- The French absolute monarchy can be considered the foundation of and the first attempt to build a modern state;
- Freud was influenced by romanticism.

You **must** give references in the following cases. These are specific historical facts:

- Despite common belief, archival documents indicate from the beginning the Great Embassy of the Peter I was sent to look for European allies against Sweden, not only Turkey (see: Molchanov 1986).
- Around 300, 000 people are involved in all various sex industries in Russia (Romanenko 2015: 130).

(B) EXTERNAL UNAUTHORIZED OR HIRED HELP

Purchasing essays or having someone else write an assignment for you is a violation of academic integrity.

The penalty for this is a zero for the whole course. If external unauthorized help comes from another SAS student, this student can be penalized too.

(C) OVER-RELIANCE ON OTHER STUDENTS HELP

You are authorized and encouraged to get help from peers. For instance, the SAS Writing Center is based on the principle of peer collaboration. Yet, over-reliance on this kind of help is forbidden. For instance, a peer doing your assignment, writing a section or a paragraph of your essay is forbidden. However, getting feedback and suggestions on your work from a peer is allowed and encouraged.

The penalty for over-reliance on other students' help is a zero for the assignment.

(D) CHEATING

Copying answers from other students or letting another student copy your answers is forbidden. Using unauthorized electronic devices or sources during exams or tests is forbidden. Multiple submissions of single assignment of substantially the same work for multiple assessments; presenting the same work submitted previously at the SAS - is forbidden.

The penalty for these and other forms of cheating is a zero for the assignment.

(E) DISRESPECTFUL BEHAVIOR

Academic integrity involves creating a respectful environment during classes and group work. Faculty and students can appeal to the SAS Teaching Council if they feel that someone is undermining the positive spirit of collective cooperation between faculty and students.