

University of Tyumen  
School of Advanced Studies (SAS)

**Document on Academic Integrity**  
*(Updated for the Academic Year 2022-23)*

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## Introduction

Academic integrity refers to a set of academic values that have to do with honesty, mutual respect, trust, and willingness to improve our intellect. 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 negatively affecting everyone who studies and works at SAS, or will receive a degree from SAS.

Every member of SAS is expected to adhere to academic integrity. This document is intended to be a guideline for all the community members 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. 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.

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

## TYPES OF VIOLATIONS OF ACADEMIC INTEGRITY

There are at least 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. Group assignments
- C. External unauthorized or hired help
- D. Over-reliance on someone else's help

- E. Cheating
- F. Signing for someone's else presence
- G. Unauthorized distribution of course related materials

## (A) PLAGIARISM

Plagiarism can be recognized in copying or paraphrasing someone else's work and presenting it as one's own. Copying from books, articles, and the internet sources without references. 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.

Every work submitted by SAS members is checked with anti-plagiarism tools, however SAS does not make requirements for threshold of originality, instead, the regulations presented in this document are used. Note that the definition of plagiarism adopted does not require that someone intends to plagiarize in order for a piece of writing to be charged with plagiarism. Despite having in mind the benefit of the doubt, students cannot appeal to ignorance and/or the fact that they did not intend to violate the academic integrity rules. Therefore, consider the following examples carefully.

### 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 provide 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. 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.

### The Penalty

Any 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 and report it in the Academic Integrity Register (AIR) for all other instructors and SAS

management to be aware of its incidence. The general rule is that in case of first occurrence, a student will receive **zero grade for the assessment**. The second time a student plagiarises at SAS and across different courses, they will receive **a zero grade for the whole course**. In some cases different penalties may apply, those are specified below and depend on the type of the misconduct that has occurred.

Group assignments are considered as collective responsibility of all students. In case there is plagiarism in part of the assignment it is attributed to all members and they are noted in the Academic Integrity Register (AIR).

The second case of plagiarism always has a harsher penalty than the first one (see above for details). This applies universally throughout all SAS courses and quarters\academic years. For example, if a student plagiarizes twice in the same quarter, this counts as two violations. Or, if a student plagiarizes in the first year and plagiarizes again in the fourth year, the latter is considered as a second violation. Moreover, academic leaves do not cancel previous cases of academic dishonesty.

### **Types of Plagiarism with Examples and Penalties**

1. **COPYING THE EXACT WORDS FROM SOMEONE ELSE**
2. **PARAPHRASING SOMEONE ELSE'S TEXT WITHOUT PROPER REFERENCE**
3. **QUOTING AND PARAPHRASING SECONDARY SOURCES PARAPHRASING ORIGINAL SOURCES WITHOUT CONSULTING THEM AND WITHOUT MENTIONING THE SOURCE FROM WHERE QUOTES AND PARAPHRASES ARE TAKEN.**
4. **COPYING EXACT WORDS FROM THE WORK ANALYZED IN THE WRITTEN ASSIGNMENT WITHOUT QUOTATION MARKS, BUT MENTIONING THE AUTHOR'S NAME OR GIVING REFERENCE**
5. **REUSING PREVIOUS ORIGINAL COURSEWORK WITHOUT A CLEAR ATTRIBUTION**

1. Copying the exact words from someone else
  - 1.1. without quotation and reference;
  - 1.2. with reference but without quotation.

**Penalty for 1.1. type of violation:**

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).

### **Penalty for 1.2. type of violation:**

Student’s grade should be downgraded at the discretion of the instructor, depending on the quantity of improper quotations. This also should be considered a case of plagiarism and a student should receive a warning from the instructor. The case must be noted in the AIR.

### **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).

## 2. Paraphrasing someone else's 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 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 the 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;
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

If a student uses a **translation** of other sources — in a form of both direct or paraphrased citation — and presents them as their own writing, this writing also should be considered plagiarism and should be penalized in accordance with the rules specified in this document.

Sometimes, especially in the 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 exact words from the work analyzed in the written assignment without quotation marks, but mentioning the author’s name or giving 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 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*).

## 5. Reusing previous original coursework without a clear attribution.

Reusing previous original coursework without a clear attribution through a footnote is considered plagiarism. Students can reuse material from their previous assignments as long as there is a clear attribution through a footnote that indicates from where the material is taken and the material is not presented as new.

### Example:

A student can reuse written passages from their own previous coursework (e.g., an essay) for another written assignment (e.g., the fourth year research thesis), as long as this is clearly attributed in the new assignment through a footnote. An example of the text for the footnote is: this paragraph originally appeared in my [type of assignment] for the course [full name of the course] held in [quarter\year] at the School of Advanced Studies, University of Tyumen.

### 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.

### 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 17<sup>th</sup> 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 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 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) GROUP ASSIGNMENTS

Students working on one project e.g., essays, presentations, theses are collectively responsible for adhering to the academic integrity guidelines. If one student violates the rules, all group members are penalized collectively.

### Example:

A group of 3 students write a paper. An instructor detects plagiarism in the paper. All 3 students will be penalized regardless of who among them violated the rules.

### Exception:

Students can apply demarcation to parts of the work they are responsible for. In this case, if a violation is found, students will be penalized individually and not collectively.

The instructor sees what type of plagiarism is committed and the penalty should be of the same nature as indicated in the guidelines.

## (C) EXTERNAL UNAUTHORIZED OR HIRED HELP

Acquiring external help and presenting a work that is not produced by a student as if it is by:

- Purchasing the assessment task from a commercial service, including internet sites, whether pre-written or specially prepared for the student concerned;
- Submitting an assessment task produced by a third party, including a friend, family member, fellow student or a staff member of the University;
- Submitting an assessment task generated by an algorithm, computer generator or other forms of artificial intelligence.

### Penalty:

1. The student who is charged with this kind of academic dishonesty receives a grade of zero for the assignment submitted;
2. If the student does this again, they receive a grade of zero for the whole course;
3. If external unauthorized help comes from another SAS student, this student will be penalized by receiving a grade of zero for the whole course.

## (D) OVER-RELIANCE ON OTHER STUDENTS HELP

Students are authorized and encouraged to get help from peers. For instance, the SAS Academic Writing Center (AWC) is based on the principle of peer collaboration. AWC

tutors can consult with any student. They can help change the format, proofread the grammar and style. Yet, proofreading cannot alter or improve the substantive content of the assignment. 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.

### **(E) CHEATING**

Copying answers from other students or letting another student copy your answers is forbidden. Using unauthorized electronic devices or sources during exams or in-class tests is forbidden. Multiple submissions of a single assignment of substantially the same work for multiple assessments; presenting the same work submitted previously at the SAS; writing a test or exam for another student; claiming a team group member participated in the group work when this did not happen — is forbidden.

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

### **(F) SIGNING FOR SOMEONE ELSE'S PRESENCE**

Signing the attendance sheet for other students is forbidden.

The penalty for the student who illicitly signed the attendance sheet and for the student who was signed in by someone else is zero for participation grade. If the course does not have a participation grade, a grade of zero will be assigned to one of the course assignments at the teacher's discretion.

### **(G) UNAUTHORIZED DISTRIBUTION OF COURSE RELATED MATERIALS**

Students are not permitted to share, sell or pass on to another person or entity (including file-sharing sites and public repositories):

- Any course material produced by the University (any professor), such as lecture slides, lecture recordings, class handouts, assessment requirements and questions (excluding Handbook entries);
- Any assessment-related material produced by students themselves or other

students (such as notes, past assignments), or to receive such material, without the permission of the chief examiner.

### **Penalty:**

Students who are charged with this kind of academic dishonesty receive a grade of zero of the whole course in discussion.

### **Final clauses:**

The second violation has a harsher penalty than the first one. This applies across different pillars of the academic honesty rules and specifics. All violations must be noted in the Academic Integrity Register (AIR). For example, in case a student is charged with plagiarism and then cheating, the cheating is considered a second violation. This means students will receive a grade of zero for the whole course.

## **CONTACTS**

When a violation is detected in a student's work, the instructor will appeal to this document to justify penalties when notifying the student. Any types of violations must be noted in the Academic Integrity Register (AIR) and reported to the Education office ([sas\\_education@utmn.ru](mailto:sas_education@utmn.ru)) and Associate Director of Education ([e.burbo@utmn.ru](mailto:e.burbo@utmn.ru)) via email. AIR serves as a unified SAS online database of all types of reported violation of academic integrity.

If you have any questions or requests, or if you require clarifications regarding SAS Academic Integrity Regulations presented in this document you can contact the SAS Education Office (during office hours or via email: [sas\\_education@utmn.ru](mailto:sas_education@utmn.ru)), your instructor (during classes, via email, during Professor in the Box hours), the SAS Academic Writing Center, or the SAS Teaching Council (via email: [sas.tc@utmn.ru](mailto:sas.tc@utmn.ru))