**Regulations of the Institute of Psychology in case a suspicion of plagiary1 occurs (institutional appendix to Rules and Regulations )**

* In case a suspicion of plagiary occurs to a teacher in connection with any piece of work of a student (assignment, research paper, thesis etc.) and a disciplinary procedure is initiated the work is rejected to be assessed with a grade until there is a decision whether there has been a disciplinary issue / carelessness or not. The suspicion has to be reasoned in details in written form by the teacher claiming it.
* According to Rules and Regulations, in case plagiary proves to be a disciplinary issue, a disciplinary procedure needs to be initiated to the Dean.
* In case plagiary is the result of carelessness sanctions are taken in the form of grade reduction. If carelessness is obvious, the teacher can take measures in his/her own competence.
* If carelessness is not obvious, the disciplinary issue is discussed and decided by the Institutional Plagiary Committee.
1. **The Institutional Plagiary Committee**
	1. The members of the Committee on BA level in case of assignments, research plans, research papers or any written pieces of work done within the frame of a course are:
		* the Academic Deputy Director of the Institute as Chair of the Committee

1 Announcements of expectations to originality:

* + - 1. Oath of Students majoring in psychology
			2. Declaration of originality attached to all individual piece of work
			3. Thesis requirements on both BA and Ma level in psychology

Furthermore, to fully understand and avoid any trace of plagiary the following courses provide guidance:

1. Ba level: Psychological Ethics and Legal Issues
2. Ma level: Career Socialization and Ethical Issues

2 **Rules and Regulations in the topic**

Based on part 74/C it is suggested to make a difference between carelessness and disciplinary issue (i.e. plagiary).

1. If a student partly or totally disregards the rules related to referencing [74/B. §(1)par] the piece of work has to be assessed impossible to evaluate and the grade of the given course or thesis has to be refused
2. The act is considered a **disciplinary issue** if the student, by breaking the rules of referencing [74/B. §(1)par], submits other authors’ either textual or conceptual work as his or her own irrelevant to the quantity (most of or the complete content) taken or parts have been compiled together.
3. The above (paragraph (1) and (2) ) do **not apply** if the student has basically kept the rules of referencing [74/B. §(1)par] and just partly broke them due to **carelessness**.

Carelessness: e.g. not proper referencing, breaking the rules of philology. Results in grade reduction.

Disciplinary issue: not just carelessness but real plagiary. In this case a disciplinary procedure is to be initiated to the Dean.

* one teacher delegated by the Director of the Institute of Psychology3
* one student delegated by the Student Union
	1. The members of the Committee on MA level in case of assignments, thesis or any written pieces of work done within the frame of a course are:
		+ the Academic Deputy Director of the Institute as Chair of the Committee
		+ the person in charge of the specialization4
		+ one student delegated by the Student Union

**2. The Tasks of the Institutional Plagiary Committee**

* to become familiar with the relevant piece of work of the student and with the detailed reasoning of the teacher claiming the plagiary;
* to listen to the arguments of the student, the reasoning of the teacher claiming the plagiary, and/or other experts if necessary at a date provided by the Committee;
* based on the two points above, to decide whether it is a case of carelessness or disciplinary issue;
* to communicate the decision with the people involved and inform them about the steps to make (see below);
* to prepare the minutes of the meeting with the events and the decisions / suggestions (it is advised to include the topic, the date, the participants and the events briefly but the decisions / suggestions in details, and add signatures).

Decision making / suggesting competence:

The Institutional Plagiary Committee can decide the *suspicion* of carelessness or disciplinary issue. The disciplinary issue as it is can only be decided by the Disciplinary Committee summoned by the Dean.

* In case the *Institutional Plagiary Committee* finds **carelessness** the Committee orders the teacher claiming the plagiary to reduce the grade as a consequence of the carelessness. The extent of the reduction is the decision of the teacher. The Minutes are submitted to the institutional administration of academic studies where it is archived and the attached documents are forwarded according to their purpose (the student’s piece of work for re-evaluation after which there is a new grade). In this case the problem is solved on institutional level, there is no more to deal with on faculty level.
* In case a **disciplinary issue** is found the Committee submits the Minutes containing the decision together with the above documents (the student’s piece of work, the written evaluation of the teacher etc.) to the institutional administration of academic studies. The administrator archives a copy of the Minutes and forwards the original together with the necessary documents to the Dean. The Dean initiates a disciplinary procedure. More information is provided about the case on faculty level.

3 It is the subject administrator or a teacher teaching in the relevant subject group if there is no conflict of interests due to supervision or other reasons.

4 If the person in charge of the specialization is involved the Director of the Institute appoints another teacher teaching in the relevant specialization.