

I approve  
University of Traditional Medicine

Rector, Chairman of the Supreme Council

*[Handwritten Signature]*

R.H. Saribekyan



« 03 » 02 2020

## REGULATION ON ACADEMIC HONESTY OF UNIVERSITY OF TRADITIONAL MEDICINE

### 1. GENERAL PROVISIONS

- 1.1. This regulation defines the provisions, principles and standards of academic honesty of University of Traditional Medicine (hereinafter referred to as the University or the UTM), the manifestations of academic dishonesty, their prevention, the role of faculty, students and their parents in academic integrity.
- 1.2. This Regulation was adopted by the University to promote academic honesty. It was drafted based on Article 2 of the Convention for the Establishment of the World Intellectual Property Organization (July 14, 1967), Agreement on Cooperation for the Prevention of Intellectual Property Violations (July 20, 1999), the Constitution of the Republic of Armenia, the Law on Copyright and Related Rights (June 15, 2006), the Law on Freedom of Information (September 23, 2003), the UTM's Strategic Development Plan and Internal disciplinary rules.
- 1.3. University students, faculty, support staff, as well as external stakeholders should be informed of this Regulation, which should be posted on the official website of the University [www.utm.am](http://www.utm.am).

### 2. ACADEMIC HONESTY

- 2.1. **Academic work:** Any activity related to the University's curriculum and courses, which includes exams, tests, reports, independent, individual, laboratory work, research and experiments, scientific articles. It can be written, oral or electronic.
- 2.2. Academic honesty is considered;
  - 2.2.1. doing academic work without receiving prohibited help from other people, without plagiarism, theft, deception, fraud, lying,
  - 2.2.2. maintaining honesty and proper conduct during knowledge testing (exam, test, individual work),
  - 2.2.3. not using any prohibited sources of information,
  - 2.2.4. giving links to the real authors of thoughts and ideas in scientific-research works.

### 2.3. Academic honesty is aimed at:

- increasing quality of education and efficiency of teaching,
- creating an atmosphere of honesty and impartiality,
- excluding any dishonest behavior,
- forming principled, thinking, researching, knowledgeable individuals who are able to boldly express their thoughts, respect other people, the values they create,
- prevention of manifestations of academic dishonesty and regulation of problems related to them,
- effective implementation of the University mission and strategic goals,
- creating a quality educational environment and providing quality services.

### 3. MAIN PRACTICAL CHARACTERISTIC MANIFESTATIONS OF ACADEMIC RESPECT

**Prohibited behavior;** The student should not *knowingly* commit or attempt to encourage another student to engage in any dishonest activity related to academic work that he/she must submit in order to receive academic credit or progress. The term "conscious" means that the student is aware that the academic work will be presented for academic achievement.

**Plagiarism;** Incorporating non-author words, terms, ideas, opinions or theories into the work done for academic achievement without citing an appropriate source.

Plagiarism includes (but is not limited to) the following:

- 1) to quote in whole or in part the written or oral words belonging to another person without quotation marks;
- 2) to retell a written or spoken word belonging to another person without notes or quotations;
- 3) to present another person's idea, theory, or formula as an original work;
- 4) to buy (or otherwise acquire) another person's work or other assignment and present as a student's independent work;
- 5) incorrect references to the student "Used sources" of the literature includes his work, which he has not read and is not mentioned in the work.

**Prohibited support:** Provide or receive prohibited support from a lecturer in any academic endeavor. During exams, tests, laboratory work, and similar activities, students should be aware that any support (such as books, notes, counters, or conversations with others) is prohibited unless specifically permitted by the instructor.

Examples of prohibited behavior include, but are not limited to:

- 1) copy or allow other persons to copy the answers to the exams;
- 2) during the examination to transmit or receive information related to the examined materials (including the transfer may be made orally, in written, with the help of signs or electronic signals or otherwise);
- 3) give or receive the answers to the exams scheduled for a later date;

- 4) complete or allow another person to complete the whole task or part of it (such as work, exercise, homework, presentation, report, computer application, lab experiment, or calculation) instead of another student;
- 5) use prohibited programmers or other electronic devices, etc.

Lie, falsify or bribe: it includes, but is not limited to:

- 1) false reasons (before or after the fact) in case of insufficient performance or non-performance of academic work;
- 2) falsify the results of any laboratory or experimental work or any data any information;
- 3) modify any academic work after it has been submitted, unless such changes are included in the requirements of the assignment (such as reviewing the academic work with the lecturer's knowledge);
- 4) damage computer equipment or laboratory equipment to alter or prevent academic performance appraisal, use someone else's computer password, damage or destroy the content or accessibility of the website, or act on behalf of another person to obtain computer resources;
- 5) falsification of grades or answers in order to obtain a different grade;
- 6) submit work for academic achievement that has already been submitted in advance (even by the same student), unless it has been submitted with the knowledge of the supervisor or complements the work previously done.

**Theft:** steal, take or otherwise obtain information or materials about any academic work (such as grading records, books, works, computer equipment and data, laboratory materials and etc.).

**Agreement:**

- 1) supporting the unscrupulous performance of work;
- 2) performing test work, examination or other types of work (essay, abstract, laboratory work, etc.) for someone else or handing over someone else's work instead of one's own;
- 3) the agreement between the student and the lecturer on receiving a grade;
- 4) mediation to the lecturer in order to receive a grade (for example, through a lecturer, a colleague).

**Multiple copying:**

- 1) presenting the same work with different titles as different tasks;
- 2) submitting the same work for different types of evaluations, including a partial or complete repetition of any work that has ever been evaluated or submitted, even if he/she is the author, does not imply plagiarism.

Any other action that unfairly favors an employee or student affects his or her results. Any other conduct considered academic dishonesty is prohibited, even if it is not specifically mentioned in the list of examples above.

### 3.1. Required behavior

Pursuant to this Regulation, any faculty member, supporter, or other student member of the student body is required to notify the University's administration of any violations of this policy. Required behavior includes (but is not limited to) discussions with the offending

student, answering questions correctly, and providing documentation to the Committee of Academic Honesty.

The academic-teaching staff undertakes to take measures to inform the students about the violation of the rules of academic honesty, which are related to the academic work, the academic support.

Every lecturer should support an atmosphere of academic honesty. Non-fulfillment of these obligations by the lecturer cannot be considered an excuse for the accusation of academic dishonesty against the student.

- **Students:** Every student is required to be aware of the terms of this document. The student is not released from responsibility if he/she is not aware of the conditions.

#### **4. ACTIVITIES TO PROTECT ACADEMIC HONESTY**

##### **4.1. The role of the university in ensuring academic honesty;**

- ensure access to the above document to internal and external stakeholders;
- regularly organize seminars and discussions with the University's stakeholders (students, faculty, parents, etc.) on academic honesty;
- create an atmosphere conducive to maintaining academic integrity;
- prior to each exam period, inform students, instructors about the list of permissible items (posters, spreadsheets, charts, etc.);
- the role of the dean's office, chairs, educational unit, the Student Scientific Society, student council and library in the process of developing academic honesty.

##### **4.2. The role of the lecturer in ensuring academic honesty**

- empower students to take responsibility for solving problems on their own, doing research and acquiring information literacy skills;
- design, develop, and adhere to the rules of academic honesty by own example;
- examine the issues related to copyright, teach students to make accurate references, formulate their own words, express their thoughts and ideas of other people;
- provide students with a list of permitted electronic devices, formulas, and books before each assessment assignment;
- participate in discussions on academic honesty, courses, etc.

##### **4.3. The role of the student in ensuring academic honesty**

- know the provisions of the Regulation of Academic Honesty;
- respect and uphold the basic requirements of other people's intellectual property;
- accept and strictly adhere to ethical standards while conducting any work;
- after quoting, draw conclusions that are solely the result of own thoughts;
- it is obligatory to have a bibliography at the end of the work, where all the information sources are mentioned;
- prior to each exam, check the permissible list of printed and electronic literature, equipment, charts, and spreadsheets.

- participate in the process of reviewing the document of Academic Honesty in the Student Council.

## 5. PREVENTION OF ACADEMIC DISHONESTY AND THE WAY TO BRING TO RESPONSIBILITY

- 5.1. The deans of the faculties of the UTM introduce each new employee or student to this regulation, present the criteria of academic honesty, the consequences of their violation, warn that displaying academic dishonesty is punishable.
- 5.2. Any new employee or student can apply to the Vice-Rector and the President of the Student Council for detailed information on academic honesty and/or advice at the UTM.
- 5.3. Cases of violation of the principles of academic honesty or manifestation of dishonesty by professors, faculty members or other University staff, as well as students are discussed in the University Ethics Committee through the procedure of discussing issues. The interested party submits a written application to the HR and General Department, which submits the issue to the Ethics Committee for consideration.

## 6. THE PROCEDURE FOR APPROVAL AND AMENDMENT OF THE REGULATION

- 6.3. This regulation is approved by the Scientific Council of the UTM.
- 6.4. Changes and additions to the regulations can be made by the decision of the Scientific Council of the UTM;
  - The Rector,
  - Members of the Scientific Council,
  - Student Council,
  - On the recommendation of the Quality Assurance Committee.