



## *Hanken's action plan against academic dishonesty in study attainments*

Academic Council, 17 February 2022

The mission of Hanken is to create new knowledge and educate responsible professionals. Hanken promotes ethical conduct in teaching and learning and has committed to applying the national guidelines for good scientific practice and the ethical principles for humanities, social sciences, and behavioural science research.

The principles of responsible conduct of research also apply to study attainments, which in some cases are also subject to the process for handling allegations of violation of the responsible conduct of research (the RCR process).

*If cheating or academic dishonesty is discovered in connection with a study attainment, this action plan applies.*

### **Definitions**

Academic dishonesty comprises

- plagiarism: use of information without proper reference, both direct and revised copying and failure to indicate citations, including self-plagiarism (using the same work as one has used for another course or thesis), or plagiarising fellow students' work when the tasks should be completed individually,
- cheating during an examination: use of unauthorised sources or aids or looking at fellow examinees' answers during an exam, or other collaboration regarding tasks to be performed individually,
- other academic dishonesty or misconduct, such as fabrication or distortion of data or facts, theft of an idea or a plan, or use of "ghost-writers", and
- other illicit actions or illicit means in connection with study attainments, such as attendance cheating.

### **Procedure**

When a student is caught or, on probable cause, suspected of **plagiarism or some other form of academic dishonesty**, the **examiner/s** as presenting officer should:

1. With the head of subject/department or, if necessary, the director of studies and admissions as chairman, hear (in a meeting or by e-mail) the student(s) in question and inform him/her/them of possible repercussions, hear any witnesses and make any other necessary investigation.
2. Prepare a written report about the case and decide on the grading of the study attainment.
3. Send the report and the decision, including possible views on the seriousness of the offense and on possible sanctions, to the disciplinary committee via [plagiat@hanken.fi](mailto:plagiat@hanken.fi).

When a student is caught **cheating during an examination**, the **exam supervisor** may discontinue the exam for the student. In all cases of suspected cheating, the exam supervisor must make a note of the course of events.

The examiner must then proceed as in the case of plagiarism above.

**All serious cases of academic dishonesty** or cases that may form a precedent are handled by Hanken's **disciplinary committee**. Even if a student disputes the examiner's conclusion, the matter is referred to the disciplinary committee. The committee is responsible for promoting a uniform practice for consequences of academic dishonesty.

Plagiarism or other dishonest conduct in connection with a thesis (bachelor's, master's, or doctoral thesis) is always considered serious and is referred to the disciplinary committee. If academic dishonesty is discovered or suspected in a master's thesis that has been submitted for assessment, the matter is first considered by the disciplinary committee and the thesis is thereafter put forward to the Education Council for assessment.

If allegations of violation of the responsible conduct of research arise concerning an approved master's thesis or a thesis for a higher academic degree for which the candidate has been granted permission to defend the thesis, the matter will be investigated according to the responsible conduct of research given by the Finnish Advisory Board on Research Integrity. The student suspected of violation can also earlier in the process insist on an investigation according to the RCR guidelines.

### **Repercussions**

*Academic dishonesty generally results in a failed study attainment.* As a rule, academic dishonesty in one part of a study performance will lead to the student failing the whole course.

A student who has failed an exam due to cheating forfeits the right to re-take the exam. In the case of course work other than exams, the examiner decides how a student who has failed due to academic dishonesty can complete the course.

If a thesis has been rejected due to academic dishonesty, the same work or a revised version of the same work may not be resubmitted for assessment.

*The need to resort to a warning or suspension in accordance with the Universities Act is assessed by the disciplinary committee.* If a warning or suspension is considered, the student must be given the opportunity to be heard on the matter by the disciplinary committee. In the case of warning or suspension, the student is to be informed in writing.

How serious the academic dishonesty is considered to be may vary depending on the circumstances of the individual cases. If there are special reasons, the examiner may refrain from failing the study attainment.

Suspicion of academic dishonesty alone does not give the right to decide on repercussions.

### **Other consequences**

If an exchange student or a student who studies at Hanken based on some other collaboration agreement is found guilty of academic dishonesty, the home university may be notified of what has happened.

### **Legal remedies**

According to section 82 of the Universities Act, a student has the right to lodge a rectification request regarding the grading of a study attainment. If the request is based on denial that academic dishonesty has occurred, the disciplinary committee shall give its opinion in the case.

A decision on a warning or suspension in accordance with section 45 of the Universities Act may be appealed. The appeal is to be lodged with Helsinki Administrative Court.