

Collective information on the FES UW policy "Zero tolerance for cheating"

In 2004, FES UW introduced the principle of "Zero tolerance for cheating", which includes all forms of credits and examinations. The applicable provisions of this policy are summarised below.

Rules of Study at the University of Warsaw - regulating in particular the obligations of students

§ 15

1. The student's duties shall include acting in accordance with the text of the student's vows and the Rules, and in particular:

- 1) caring for the good name of the University;*
- 2) respecting the dignity of all members of the University community;*
- 3) acquiring knowledge and skills;*
- 4) obtaining credits for classes and preparing term papers and degree theses while respecting copyrights;***
- 5) complying with the universal law and rules which are in force at the University, including the signing of an agreement on payment for educational services, provided for in art. 160a of the Act;*
- 6) showing respect for the property of the University.*

Rules for examinations at FES (document from May 2004) – determining the rules of conduct for examinations

http://www.wne.uw.edu.pl/files/3613/9832/5465/regulamin_egzaminow.pdf

Detailed Rules of Study at FES UW - regulating, in particular, the rules of behaviour during examinations and for submitting final projects

<http://www.wne.uw.edu.pl/files/5414/6038/0170/zasad-studiowania-2016.pdf>

§ 26

1. The student is obliged to write final projects and examinations for course credit while observing the applicable rule, as announced by the examiner. These rules include in particular:

- 1) the requirement to identify oneself at the request of the examiner or assessor, on the basis of an identity document with a photograph*
- 2) signing an assessment or examination paper before starting to write*
- 3) not being in possession of any examination aids during the exam, which are not allowed by the examiner*
- 4) not communicating with other people*
- 5) returning all materials received from the examiner, including examination topics, after finishing the exam or assessment, unless the examiner applies different rules.*

2. Proven non-compliance with the rules listed in para. 1 will result in failure to pass the course in a given teaching cycle.

3. The examiner is obliged to apply to the Dean to refer the matter to the Rector in order to initiate disciplinary proceedings, in the event of proven use of unauthorised examination aids or communication with other people.

§ 28

1. Final projects for course credit which is submitted for evaluation must comply with the rules of copyright compliance.

2. *Final projects for course credit in which copyright infringement has been found may not comprise a basis for receiving course credit for the subject. The course in which the copyright-infringing work was submitted may be completed for credit in the next teaching cycle on the basis of a new final project for course credit and once the other conditions for course completion have been met.*

1

3. *The Faculty directs final projects for verification by an online anti-plagiarism program at the request of the course instructor.*

4. *The Dean directs cases of copyright infringement to the Disciplinary Committee in order to initiate disciplinary proceedings.*

Ordinance of the Dean from 15.06.2014

On the basis of section 4 para.6 point7 of the Rules of Study at the University of Warsaw and in connection with the FES "Zero Tolerance for Cheating" policy, I hereby declare that a student who is caught cheating on an exam/assessment or who commits plagiarism in a written, final project or diploma thesis shall be referred for a compulsory repetition of the subject of FUNDAMENTALS OF INTELLECTUAL PROPERTY PROTECTION - remedial group.

The Vice-Dean for Student Affairs
Katarzyna Kopczewska

Explanatory notes:

1. The Dean prepares a plagiarism report, which is stored with other documentation in the student's file.
2. The fee for repeating the Fundamentals of Intellectual Property Protection course, in accordance with the resolution of the Senate of the University of Warsaw on fees, is 150 PLN (by annual resolution for the next academic year).
3. In accordance with the Detailed Rules of Study at FES (section 29 para.2), "During his/her studies, a student may repeat a given subject one time, at most. In particularly justified, documented cases, the Dean may agree to the repetition of a subject two times." Repetition of a subject is an indication of lack of progress in learning.

Rules of Study at the University of Warsaw - regulating, in particular, the rules for writing diploma theses

§ 39

4. *The diploma thesis must be completed independently and meet the formal and substantive criteria specific to a given field and specialty of study, as specified in the detailed rules of study, and must be submitted in printed and electronic form in accordance with the standards specified in separate provisions.*

Detailed Rules of Study at the FES UW - regulating, in particular, the rules for submitting diploma theses

§ 38

1. *The author of a diploma thesis must demonstrate mastery of technical (documentation, presentation) and editorial skills. In this respect, the structure of the work, introduction, summary (conclusions, findings), bibliography, footnotes, tables, drawings, annexes, the clarity of argumentation, and linguistic correctness are subject to assessment. The work should be written in a concise manner. The recommended length of a*

thesis, specified in para. 2 and 3, may be only exceeded in justified cases.

2. The bachelor thesis takes the form of an in-depth paper with a recommended volume of up to 50 pages of standard typescript (100,000 characters). It may be a descriptive work. The introduction to the thesis should formulate the purpose of the work and justify the material basis and construction of the argument. If the work is based on the literature of the subject, the author is expected to work independently in the process of the construction and interpretation of the presented material. If it is based on original material, the author should demonstrate the ability to analyse the case in terms of economic knowledge obtained from studies, and the ability to use analytical techniques.

3. The master's thesis serves to independently solve a research problem. The recommended length does not exceed 80 pages (160,000 characters). The introduction to the thesis should present its purpose and formulate a research question, hypothesis, or research theses, and present an analysis based upon recent literature on the subject, present the research method and justify the selection of the materials. The author is expected to use new theoretical literature, conduct an independent analysis and interpretation of empirical material based on economic (and other) theories (in the case of works on the borders of disciplines), and also incorporate advanced skills in the use of analytical techniques.

§ 39

1. A diploma thesis submitted for evaluation must comply with the principles of copyright compliance.

2. A diploma thesis in which a copyright infringement has been detected cannot be a basis for obtaining the right to take a diploma examination. Obtaining the right to take the diploma exam may take place after submitting a new diploma thesis during the next teaching cycle.

3. The faculty directs the diploma thesis for verification by an online anti-plagiarism program. The results of this verification procedure shall be made available to the supervisor and reviewer(s) for inclusion in their assessments of the work.

4. The Dean directs cases of copyright infringement to the competent Vice-Rector in order to initiate disciplinary proceedings.

Extract from the Proedu Internal Quality Assurance and Improvement System (adopted by a Resolution of the Faculty Council on 24 April 2013, amended on 27 April 2016)

Procedure for conducting assessments for course credit in I, II and III cycle and postgraduate study programmes

1. Subjects may be completed for course credit on the basis of written, individual, or group work.
2. The course instructor determines the principles for evaluating work and topics during the semester.
3. In the assessment of written work, the principle of "Zero tolerance for cheating" is applicable. Even one sentence copied from other sources without appropriate references and citations may comprise a basis for a negative assessment.
4. Works which are assessed negatively must be corrected or re-written – the decision in this respect is made by the instructor.
5. Students who have violated the principle of "Zero tolerance for cheating" in written works must repeat/undergo training in Fundamentals of Intellectual Property Protection.
6. In situations concerning course credit not described in the points above, the rules which are applicable in the case of examinations shall apply.

The procedure for conducting examinations in I, II and III cycle and postgraduate study programmes

1. An examination is a test of knowledge and skills. It is in the interest of students and the University that examinations are conducted according to clear and fair principles.

2. FES strictly adheres to principles of academic integrity in every form of learning outcome verification. Students and employees declare and practise absolute intolerance of cheating.
3. At the beginning of the semester, when a given class starts, examiners are obliged to inform the students of the conditions for admission to the examination, the scope of the material which is applicable to the examination, the level of requirements and the form of the examination (e.g., a test, open questions, an oral exam, or other). These rules are included in the syllabi, which are available in the USOS system.
4. Two weeks before the examination at the latest, the examiner provides information on the detailed rules of the examination (the approximate number of questions and length of the examination, the rules for scoring, what objects and aids are allowed, etc.).
5. Prior to the examination, the examiner assesses the specific conditions (the room, the number of students, the length of time) in which the examination will proceed. In particular, the necessary number of examiners, the number of variants in the examination tasks, the manner of seating students, completing an identity check, etc., are established. Anticipated issues related to the examination proceedings should be resolved within the Department/Faculty, or by the group of instructors who are conducting the same subject; if it is not possible to resolve the issue, it should be reported to the Dean's office.
6. Only those persons who are entered on the list of students in the USOS system may take the examination. When taking elective classes, students are obliged to meet the requirement to register in a timely manner for participation in elective classes.
7. Only those students who are eligible to take a given examination may enter the examination room.
8. It is the student's responsibility to have a document confirming his/her identity (with a photograph) at the examination, and to keep it in a clearly visible place from the moment of taking one's seat in the examination room. Participation in the examination without an identity document is only possible given the consent of the examiner when the examiner has no doubt as to the identity of the person being examined.
9. The examiner announces the moment from which all examination rules are in force.
10. Strict standards of proper behaviour apply to the examination. Students are required to obey the examiner's instructions without delay. The examiner may punish a person whose behaviour interferes with the examination with expulsion from the examination and a failing grade. In such a situation, the examiner draws up and signs a short-written report and submits it to the Dean's Office of Studies.
11. Only those objects which have been openly allowed by the examiner may be kept during the examination. All other items are inadmissible and must be packed and stored away in a bag (briefcase, etc.) and placed at such a distance from the examination taker that it cannot be accessed without the notice of the examiner.
12. If the examiner finds an object available to the student which is considered unacceptable and deems this object to be an unauthorised aid (a so-called cheat sheet), the student has committed an offence referred to as cheating.
13. The examiner may consider all forms of communication with other students or external persons, as well as looking at the work of other students, to be cheating.
14. Cheating is an offence that requires disciplinary action. If cheating is detected, the examiner may punish such a person with expulsion from the examination and a failing grade. In such a situation, the examiner draws up and signs a short-written report and submits it to the Dean's Office of Studies. A student caught cheating or engaging in other unethical behaviour must repeat the Fundamentals of Intellectual Property Protection training.
15. The examination papers must be signed at the beginning of the examination. Each loose page which is part of the examination paper is to be signed before use. Writing an unsigned examination paper may be considered cheating by the examiner.
16. The manner of conducting examinations is surveyed in regular course evaluations by students. Regardless of that fact, students have the right to submit complaints and opinions on the examination procedures to the Vice-Dean for Student Affairs.

The procedure for taking a diploma examination in first and second cycle studies, the examination process, and the rules for determining the grades on diplomas:

1. The submission of a thesis for defence requires:

- a. acceptance of the work by the supervisor, in the form of a signature
 - b. preparation of the diploma thesis in the proper number of copies
 - c. submission of the documents indicated by the Dean's Office (the current list, which is in accordance with legal and internal rules, is available on the Faculty's website).
2. Uploading an electronic version to the Archive of Diploma Theses (APD) shall be considered a submission of the work in electronic form (section 27 para.1 and section 40 para.1 of the Rules of Study at the University of Warsaw). The process is overseen by the Vice-Dean for Student Affairs.
3. The terms for the defence (at least five) are announced in the schedule for the academic year (announced no later than March 1 of the preceding academic year).
4. The reviews of the work are performed by a supervisor and an independent reviewer, who is appointed by the Vice-Dean for Student Affairs. The Vice-Dean for Student Affairs appoints a second reviewer if:
 - a. the first reviewer assessed the work as insufficient; a second assessment of the work as insufficient will result in the withdrawal of the work from further proceedings (the student is obliged to submit a new, corrected work),
 - b. the reviewer's and the supervisor's assessments differ by two grades,
 - c. at the request of the reviewer or the supervisor.
5. The review is completed in the form of an evaluation sheet; it includes the number of points obtained by the author of the work, along with justification of the assessment and a grade.
6. Reviews are made available to students who are being admitted to the diploma examination at least two days prior to the examination date.
7. The works are verified by the anti-plagiarism system.
 - a. the report is added to the student's file,
 - b. if the 5% limit on the so-called similarity coefficient 2 is exceeded, the report is forwarded to the supervisor and reviewer(s), who are then obliged to determine whether the work has the hallmarks of misusing another person's intellectual property,
 - c. In the event of unauthorised use of a small fragment of text, the work is then corrected by the student and sent for review and a defence in the next round of defences. The student must repeat the Fundamentals of Intellectual Property Protection training.
 - d. where significant misconduct is found, the work shall be withdrawn from the proceedings and may not serve as a basis for completing the study programme. The matter is referred to the Disciplinary Committee. The student must rewrite the work and repeat the Fundamentals of Intellectual Property Protection training.
 - e. the detection of plagiarism by the reviewers of the work, if the allegations are confirmed, has the same consequences as the detection of excessive similarity by the anti-plagiarism system. Anti-plagiarism verification is performed by the Dean's Office of Studies and supervised by the Vice-Dean for Student Affairs. In the case of disputes in the assessment of plagiarism, the case is settled by the Vice-Dean for Student Affairs.
8. A positive assessment of the diploma thesis is a prerequisite for the student to take the diploma examination. The diploma examination is conducted by a committee appointed by the Vice-Dean for Student Affairs, consisting of at least three academic teachers, including a chairperson who holds at least the degree of habilitated doctor (a postdoctoral degree).
9. The diploma examination includes two questions, one of which concerns the thesis (this question is formulated by the reviewer), and the other on the broadly-understood area of the theory of economics, related to the subject of the diploma thesis.
10. The rules for determining grades on the diploma and their components (the grade point average from studies, the grades from the diploma thesis, and the diploma examination) are specified in the Rules of Study, in the Detailed Rules of Study at FES, in the diploma thesis review sheet.
11. Diploma theses which receive grades of 'very good' from the supervisor and reviewer are made public on the website of FES. The best theses are entered into internal and external competitions.
12. A diploma with distinction may be issued at the request of the Examination Committee, by the consent of the Faculty Council (in accordance with the Rules of Study at the University of Warsaw).