



MINISTRY OF SCIENCE AND EDUCATION
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Ministry of Science and Education Republic of Azerbaijan

Azerbaijan State University of Culture and Arts

Academic Honesty Policy

Azerbaijan State University of Culture and Arts (ASUCA) is committed to maintaining the highest standards of academic integrity and honesty. This policy establishes the principles and guidelines for academic honesty, which all members of the ASUCA community—including students, faculty, and staff—are expected to follow. Academic dishonesty undermines the educational process and the values of the institution, and ASUCA strives to create an environment where all members demonstrate honesty, fairness, and respect in their academic work.

Objectives of the Policy

- ✓ To Promote Academic Integrity: To ensure that all academic work produced at ASUCA is original, transparent, and conducted in an ethically responsible manner.
- ✓ To Prevent and Address Academic Misconduct: To outline the types of academic dishonesty and establish clear procedures for addressing violations of academic integrity.
- ✓ To Support an Ethical Academic Environment: To foster an academic environment in which students and faculty uphold honesty and integrity in all scholarly activities, research, and assessments.

Definitions of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following actions:

Plagiarism: The unauthorized use or close imitation of the language, ideas, or thoughts of another author without proper acknowledgment. This includes submitting another person's work as one's own, using sources without citation, or paraphrasing without giving credit to the original author.

Cheating: The use of unauthorized materials, devices, or assistance during exams, tests, assignments, or any form of academic evaluation. This also includes copying from another student, using pre-written answers, or obtaining test content without authorization.

Fabrication: Falsifying or inventing data, results, citations, or other academic information in any scholarly or research work.

Collusion: Assisting or enabling another student to engage in academic dishonesty, including sharing answers or collaborating on assignments when not permitted.

Impersonation: Having someone else take an exam or complete an assignment on behalf of a student, or taking an exam or assignment for another student.

Responsibilities of Students

Honesty in All Academic Work: Students are responsible for ensuring that all work submitted is their own, properly cited, and free from any form of dishonesty.

Avoiding Plagiarism: Students must familiarize themselves with proper citation practices and use plagiarism detection tools when necessary to ensure their work adheres to ASUCA's standards of academic integrity.

Seeking Clarification: If students are unclear about academic expectations, citation requirements, or assignment guidelines, they are encouraged to seek clarification from instructors or academic advisors.

Reporting Violations: Students who witness or suspect academic dishonesty are encouraged to report the violation to the appropriate authorities in a timely manner.

Responsibilities of Faculty and Staff

Maintaining Academic Integrity: Faculty and staff are responsible for promoting academic honesty within the classroom, through assessments, and in research activities.

Providing Clear Guidelines: Instructors must ensure that students are aware of the expectations for academic integrity, including proper citation practices, the use of resources, and the consequences of dishonesty.

Monitoring and Preventing Misconduct: Faculty are expected to actively monitor assessments and assignments to detect any form of dishonesty. Faculty should provide a fair and consistent approach in addressing any suspected misconduct.

Supporting Academic Integrity Education: Faculty should promote an understanding of academic integrity through discussions, workshops, or resources on proper research and citation practices.

Procedures for Addressing Violations of Academic Honesty

Initial Investigation: If an instructor suspects that academic dishonesty has occurred, the instructor will investigate the matter. This may include reviewing the submitted work, interviewing the student(s) involved, and gathering relevant evidence.

Consequence of Violations: Depending on the severity of the violation, consequences may include one or more of the following:

- ✓ A warning or verbal reminder about academic honesty.
- ✓ A reduction in grades or a zero on the affected assignment or exam.
- ✓ A requirement to resubmit the work or complete an alternative assignment.
- ✓ Suspension or expulsion for severe or repeated offenses.

Appeals Process: If a student disagrees with the decision or penalties imposed, they may appeal the decision through ASUCA's established appeals process. The appeal will be reviewed by an academic integrity board, and a final decision will be made based on the facts of the case.

Documentation of Violations: All instances of academic dishonesty will be documented, and records will be maintained in the student's file for future reference.

Education and Prevention

ASUCA is committed to educating its students and staff on the importance of academic honesty. The following measures will be implemented:

Workshops and Training: Regular workshops and training sessions will be provided for students and faculty on proper academic conduct, including citation practices, avoiding plagiarism, and maintaining research integrity.

Plagiarism Detection Tools: Students will be encouraged to use plagiarism detection tools such as Turnitin to ensure their work meets academic standards of originality and integrity.

Promoting Ethical Research: ASUCA will promote ethical practices in research by offering resources and support to students and faculty engaged in scholarly work, ensuring that all research activities are conducted honestly and responsibly.

The ASUCA Academic Honesty Policy is designed to maintain the integrity of the academic community by fostering a culture of honesty, fairness, and responsibility. All members of the university community must adhere to the highest standards of academic integrity to ensure that the university remains a place of trust and excellence in higher education.