

## PROCEDURE FOR EVALUATING FRAUDULENT STUDIES AT THE OPEN UNIVERSITY

These guidelines have been drafted with regard to the Regulations on Degrees and the Protection of Students' Rights at the University of Helsinki as well as Rector's Decision No 172/2011 (dated 11 November 2011) on procedures for student cheating and plagiarism. The guidelines describe the administrative process involved in evaluating fraudulent studies at the Open University.

### Cheating and plagiarism

Examination cheating and other types of academic cheating as well as plagiarism are defined in the Rector's decision.

### Handling alleged cheating and plagiarism

The complainant (e.g., the teacher of the course or the invigilator of the examination) will inform the student of the allegation of disturbance, cheating or plagiarism as quickly as possible and ask the student to explain the situation.

If the allegation proves unfounded, the procedure will end and the individual in question will be informed of the decision.

### Cheating and disturbance in examinations

- The materials pack for examination invigilators contains a form for reporting alleged cheating and disturbances in examinations.
- The examination service will notify the head of services immediately.
- Based on the information on the form, the head of services will request an explanation of the situation from the student within a week of the examination.
- The head of administration will present the matter to the director based on the explanation and supporting documents.

### Plagiarism

- The teacher suspecting plagiarism will ask the student for an explanation of the matter.
- If the student admits to plagiarism or the explanation is insufficient, the teacher will inform the relevant head of education.
- The procedure then proceeds as stated in the following section, "Consequences of substantiated cheating or plagiarism".

### Consequences of substantiated cheating or plagiarism

If the individual in question has confessed to cheating or plagiarism or if the allegation has been otherwise substantiated, the following course of action will ensue:

1. As decreed in Regulations on Degrees and the Protection of Students' Rights at the University of Helsinki, the examination or other relevant studies of the offending student will receive a failing grade. The student will also lose the right to complete the course for which he or she registered and in which the cheating or plagiarism took place.
2. The student will receive a written administrative decision on the failing grade, including the fail decision, a statement explaining the grounds of the decision as well as instructions for appeal.
3. The relevant head of education and the director of the Open University will be notified of the cheating or plagiarism, the consequent failing, and the statement provided by the student. For examination cheating, the examination service will also report the matter to the teacher administering the examination.
4. The director of the Open University will decide whether further action will be taken as a result of the cheating or plagiarism based on the information at his or her perusal. In deliberating possible action and sanctions, the director will take into consideration the severity of the violation of good scientific practice and its possible recurrence, the degree of misconduct and the extent of inappropriate conduct.
5. If incidents of cheating or plagiarism recur or if the misconduct is particularly offensive or severe, the student will lose the right to study at the Open University for the study module for which he or she was registered at the time the cheating or plagiarism took place. Before deciding on further action, the head of education or director of the Open University may invite the student guilty of cheating or plagiarism in for a hearing.
6. If the student is dissatisfied with the decision to fail his or her studies, he or she may appeal to the Board of the Open University within two weeks of receiving notification of the decision.
7. Once the cheating has been substantiated, the director of the Open University may, at his or her discretion, report the matter to the rector for disciplinary action, as specified in Section 45 of the Universities Act.

#### Entry into force

This procedure will enter into force upon its confirmation by the Board of the Open University.