

Rules of the University of Akureyri on Penalties for Plagiarism

Chapter I. Definitions and Main Rules

Article 1. Application Scope and Definitions

1. The word *plagiarism* in these rules refers to conduct where a student utilizes without authorization the creative works of others or uses them as if they were his own creative work. For example by copying a text directly or indirectly from a composition of another person or inserting it into his own text without disclosing it.
2. The words *creative work* in these rules refer to any tangible or intangible works of authors such as books, articles, essays, other writings, pictures or other works both in printed or computerized form or other forms belonging to a specific rightful owner.

Article 2. General Prohibition on Plagiarism

Article 1. Plagiarism in any form whatsoever is considered altogether forbidden conduct in studies at the University of Akureyri and is subject to disciplinary action by the school.

Article 3. General Duty to Refer to Sources

1. Anyone, who makes use of the creative works of others in a composition of his own or in other creative work for the purpose of study at the school, is in each instance to mention the piece of creative work by referring to sources.
2. A reference to sources can either be done by means of footnotes, post textual notes or by means of some other approved method pertinent to the academic discipline in question.
- 3 The school faculties are to instruct the students in the proper use of bibliographical sources and about these rules. If a student is uncertain about the correct application of the sources used in school work, instruction is to be sought from the teacher concerned.

Chapter II. Violation of the Prohibition against Plagiarism and the Reaction to them.

Article 4. Violation of the Prohibition against Plagiarism

1. Anyone, who demonstrably has been found guilty of plagiarism because of gross negligence, is considered to have manifested conduct that is *reproachable* to university people.

2. Anyone, who demonstrably has been found guilty of plagiarism in bad faith and with intent, is considered to have manifested conduct *unworthy* of university people.

Article 5. Penalties for Plagiarism

1. Plagiarism that can be equated with conduct *reproachable* for university people is normally to result in a reprimand by the [Dean of School]¹⁾ and to the lowering of the grade for the study phase involved in accordance with the evaluation of the teacher concerned.

2. Plagiarism that can be equated with conduct *unworthy* of university people is normally to result in a reprimand by the rector and the invalidation of the student's participation in the course concerned from its very beginning.

3. These rules do not apply to minor errors in the treatment of sources.

4. Repeated violations can result in further penalties by the rector, including expulsion from the school.

1) Amended with Article 2 in regulation No. 546/2009

Chapter III. Charges and Case Procedure because of Alleged Plagiarism

Article 6. Ethics Committee

[1. At the University of Akureyri, an ethics committee, consisting of three representatives of permanent lecturers and one student representative appointed by the FSHA (Student Association of the University of Akureyri), is to be operated to deal with complaints because of instances involving alleged plagiarism.

2. At the request of the Rector of the University, each School shall at its School Assembly elect one representative to serve on the Ethics Committee of the University, as well as one alternate.

3. The Rector appoints the chairperson of the Ethics Committee from the group of representatives elected to serve on the Ethics Committee and furthermore appoints a secretary to assist the committee.

4. A minimum of three members are required to enable the Ethics Committee to make a decision in a case and the number of votes decides the outcome of a case, in case of a tie vote, the vote of the chairperson decides the outcome, but in other respects the rules of Chapter VIII of Administrative Law No. 37/1993 apply.

5. The Ethics Committee shall keep a record of cases of plagiarism and preserve data received.

6. The Ethics Committee shall before 1 October every year hand in a report to the University Administration Board concerning the committee activities during the preceding school year, in addition to proposals regarding amendments to these rules.][1)

1) Amended with article 1 in Regulation No. 546/2009

Article 7. Complaint to the Ethics Committee about Plagiarism

1. Teachers are normally to exercise supervision to prevent violations of the prohibition against plagiarism and they are to direct complaints about such alleged incidents to the ethics committee.

2. A complaint is to be supported by an objective survey by teachers of the student's study data, which are to be forwarded together with a standardized complaint form to the secretary of the ethics committee.

3. A teacher directing a complaint to the ethics committee is to report the matter to the [Dean of School]1).

1) Amended with Article 3 in regulation No. 546/2009.

Article 8. Case Procedure before the Ethics Committee

1. The ethics committee is to proceed as promptly as possible with a complaint involving plagiarism at a meeting where the case is dealt with and it is to receive a special number to identify it.

2. The ethics committee is to place emphasis on solving cases by requesting more detailed information from a teacher, if needed. There is a stipulation to the effect that the student, against whom the complaint is directed, is to be contacted and informed of the subject of the complaint and he is to be permitted to comment on the matter.

3. Having examined the case, the ethics committee is to hand down a written decision. The decision is to disclose the following items that are to be treated in separate chapters in the following order:

a) the date of the decision, case number, against whom the complaint is directed and the date of its receipt by the committee.

b) the nature of the case – i.e. the specifics of the complaint in one sentence.

c) main facts of the case and procedure that has been involved.

d) reasoning supporting the conclusion including points regarded as adequately proven and how

e) conclusion in the wording of the decision in addition to the signatures of the committee members supporting the decision

Article 9. Decisions and Requests of the Ethics Committee

1. The ethics committee is in its wording of the decision always to decide whether the conduct charged in the complaint demonstrably involves plagiarism and whether the case deals with *reproachable* (infraction due to negligence) or *unworthy* (infraction involving intent) conduct at the time.
2. In case of an infraction due to negligence, the ethics committee is normally in its wording of the decision to request the issue of a reprimand by the [Dean of School]¹⁾ and the teacher concerned is to evaluate the infraction as a reason to lower the student's grade proportionately for the phase of study involved, but the evaluation of a grade is always the responsibility of the teacher.
3. If the case involves an infraction of intent, the ethics committee is in its wording of the decision normally to request the issue of a reprimand by the Rector and the invalidation of the student's participation in the course from the beginning.
4. The ethics committee delivers the decision to the [Dean of School]²⁾ concerned, who attends to the necessary communications with the student concerned, teachers and the office of the Rector.
5. Cases before the ethics committee are confidential matters of those concerned and the cases are subject to the duty not to divulge any confidential information.
6. In other respects, reference is made to the applicable laws and regulations of the University of Akureyri.

1) Amended with Article 4 in regulation No. 546/2009

2) Amended with Article 5 in regulation No. 546/2009

Article 10. Date of Taking Effect

These rules are to be revised three years after they have been approved. These rules are set on the basis of Law No. 40/1999 on the University of Akureyri and they become effective immediately.

At the University of Akureyri 29 May 2006.

Þorsteinn Gunnarsson
Rector

Anna Þóra Baldursdóttir
Vice Chairman of the University Board of Administration