Academic Integrity at İstanbul Şehir University

The students, faculty members and staff of Istanbul Şehir University share responsibility for the academic integrity of the Şehir community. Academic dishonesty is an assault upon the basic integrity and universal meaning of a University. Students of İstanbul Şehir University must value and support the highest ideal of academic integrity and know that they are responsible for their personal academic and professional honesty. Written or oral course work, examinations, projects and research papers must be the result of the student's personal effort. Sharing and collaboration must only be made when specifically permitted by an instructor. It is also the responsibility of each student to know the academic integrity rules of İstanbul Şehir University; ignorance is not an excuse.

Common Types of Violation of Academic Integrity

Cheating: The unauthorized use of information or materials prepared by others is called cheating. The main acts of cheating include:
1. Making use of another person’s answer sheet during an examination or allowing another person to make use of one's answer sheet,
2. Using illegal notes or information sources during examination,
3. Sharing answers for assignments or take-home examinations,
4. Taking an examination in another student’s place,
5. Having another student take an examination in one’s place,
6. Having another person do one's assignment or take-home examination, or doing another student's assignment by payment or for free,
7. Making changes in the graded examination paper after the examination paper is handed out and requesting a grade increase,
8. Using a substantial portion of the same material prepared for the assignment or examination of one course for another course,
9. Turning in a pre-written examination paper,
10. Using the research and prepared materials of other persons for one's own use without giving references,
11. Using open information sources such as the internet and preparing assignments, articles etc. without showing references or making an individual contribution,
12. Sending an information message to another student during examination using technological tools such as computers or mobile phones.

Plagiarism: Plagiarism is academic theft. Plagiarism is defined as using another person’s idea or work without giving correct references. The use of work under the personal possession of a writer without showing references is a violation of copyrights. There is no difference between plagiarizing from the Internet or in a written, printed document. Moreover, with software tools it is much easier to identify Internet plagiarism. Students must always contact the instructor of the course, learn how to show references for information taken from other sources and do accordingly. With the help of the instructor, the student must learn to make a distinction between “common knowledge” and “specific knowledge” which must at all times be referenced.

In the following cases references and sources must be given at all times:
1. For sentences or phrases which are directly quoted,
2. For material that is paraphrased or summarized in whole or in part,
3. For information which cannot be considered common knowledge.
Citations directly from the source or from notes must always be referenced. The instructor of every course must explain the requirements for the given assignment. In case this is forgotten, students should request specific guidance or the requirements from their professors.

**Collusion in Cheating or Plagiarism:** Students who help others in forgery or plagiarism are also considered to have violated the principle of academic integrity. There is no difference between engaging in cheating or plagiarism personally and helping another student to do the same. This type of assistance is not friendship, but complicity.

**Procedures and Processes**

In case of violation of academic integrity, the following actions are to be followed:

The course instructor has the authority to handle an incident of student misconduct directly, by any of the following means:

1. Giving a written or oral warning,
2. Repeating the assignment or giving a new one,
3. Reexamination,
4. Lowering the grade,
5. Failing the entire course.

2. When necessary, the course instructor, the student accused of plagiarism or the related department chair can carry the issue to the İstanbul Şehir University Academic Integrity Board.

3. İstanbul Şehir University Academic Integrity Board investigates the issue and consults the statements of the student, instructor or third persons when necessary. The board is the final authority of decision on existence of violation. When a violation has been identified, the board decides on the implementation of one of the procedures above for the first violation and the implementation of one of the following penalties for repeating violations, with a written notification to all related persons and departments:

   a. **Warning:** The student is given a written warning and notified that the repetition of the same violation or another violation will result in disciplinary action, *(Higher Education Institutions Student Discipline Regulations, Article: 6)*
   b. **Disciplinary Probation:** The student is given a written warning and is notified that another violation will result in more serious discipline procedures, *(Higher Education Institutions Student Discipline Regulations, Article: 7)*
   c. **Short Term Suspension:** The student is suspended for 1 to 4 weeks and notified that another violation will result in the increase of penalty, *(Higher Education Institutions Student Discipline Regulations, Article: 8)*
   d. **Long Term Suspension:** The student is suspended for one or two semesters, *(Higher Education Institutions Student Discipline Regulations, Article: 9)*
   e. **Dismissal:** The student is dismissed from the University. *(Higher Education Institutions Student Discipline Regulations, Article: 10)*

4. İstanbul Şehir University Academic Integrity Board: consists of 3 faculty members elected by the University Senate. The mandate of the board members is for 2 years.