Academic misconduct

Every teacher, staff member and student is obliged to inform the dean of the faculty or the director of the independent institute of any academic misconduct they have detected

Detected misconduct in an **exam situation**

Exam supervisor

- removes the student from the exam and informs the student that they will report the alleged misconduct to the examiner
- reports alleged misconduct to the examiner by submitting a report of the allegations and related material (for example, the observations of the exam supervisor, a statement from possible witnesses).

Examiner: reports the alleged misconduct to the dean by submitting a report to the prepatory official of the allegation and related materials.

-notifies the student that the alleged misconduct has been reported to the dean/director.

Detected misconduct related **to a written assignment**

Teacher or supervisor

- Reports the alleged misconduct to the dean or the director of independent institute by submitting a report to the preparatory official of the allegation and related material (evidence to support the student's alleged misconduct). For example, in plagiarism allegations the teacher must clearly specify the source from which the student's work seems to be plagiarised and indicate the connection between the student's text and the source.
-Notifies the student that the alleged academic misconduct has been reported to the dean/the director of independent institute.

Detected misconduct related to **a thesis (a bachelor's or master's thesis)**

Supervisor

If alleged misconduct related to a thesis is noticed during the examination phase, the supervisor reports the alleged misconduct to the dean by submitting a report to the preparatory official of the allegation and related material (evidence to support the student's alleged misconduct). For example, in plagiarism allegations the teacher must clearly specify the source from which the student's work seems to be plagiarised and indicate the connection between the student's text and the source.

Completing the thesis cannot be continued until the alleged misconduct issue has been clarified.

Before continuing their master's thesis, the student must clarify to the supervisor how they will correct the thesis. The supervisor must ensure that the thesis complies with the responsible conduct of research when it is re-submitted for examination.

DOCTORAL DISSERTATIONS

An alleged violation of the responsible conduct of research in a dissertation is always examined in accordance with the RCR process of the Finnish Advisory Board on Research Integrity.

If alleged misconduct related to a dissertation is noticed during the examination phase, the examination process is interrupted immediately. The examination is interrupted even though the Faculty Council would have granted the doctoral candidate permission for public examination and decided the date of public examination. The Faculty Council decides on the interruption of the examination process.

The preliminary examiner and the opponent are obliged to report on observed research ethics issues to the dean of the faculty, for which they have been named as a preliminary examiner or an opponent.

Preparatory official (Head of Student and Academic Affairs)

- Prepares the investigation material related to the alleged misconduct, including a hearing of the student, for the dean or the director of independent institute for a decision.
-Consults the University's Legal Services or other experts when necessary.

- Prepares the decision of the dean/the director of independent institute.

-Informs related parties of the decision of the dean/the director of independent institute: the student, the teacher or the supervisor involved, and the student's faculty or home university.

Dean

- On the basis of the material collected by the preparatory official, the dean evaluates if the evidence of misconduct is sufficient enough and makes a written decision on whether the academic misconduct has taken place, and where appropriate, decides on the consequences.

- Makes a decision to interrupt the examination of the thesis
- If, based on the report, the dean/the director of independent institute considers the allegation to be groundless, they will return the assignment to the teacher for evaluation.
-The dean/the director of independent institute may refer the matter to the Rector if the student is considered to be guilty of a serious or recurring academic misconduct. In cases of academic misconduct, the preparatory official for the Rector is the University's Legal Services.
- The Rector may, upon their discretion, consider an individual case of alleged misconduct even though the dean/the director of independent institute has not notified the Rector of the matter.