



**Middle East Technical University – School of Foreign Languages
Department of Modern Languages**

Policy on Academic Misconduct

METU Department of Modern Languages (MLD) regards academic honesty as the foundation of teaching, learning and research. It requires all students to observe the highest ethical standards in all aspects of their academic work.

While MLD accepts that new students may not fully understand the concept of plagiarism, its academic staff is committed to educating new students about the definition, identification and avoidance of plagiarism.

I. Academic Honesty and Plagiarism

Plagiarism is the reproduction of someone else's words or ideas without proper referencing. There are many forms of plagiarism but the most common ones include:

- a) direct lifting of entire essays from the Internet or books;
- b) taking parts of essays found on the Internet or in books without giving a proper reference;
- c) presenting other students' essays, presentations or other assessable work as if one's own production.

It is the responsibility of students to acquire a clear understanding of how to avoid unethical practices. Students who engage in unethical practices; who cheat in examinations, essays or any other assessable work; and who conspire with others to procure such a result will become subject to disciplinary procedures.

II. Responsibility of the Student

Students have a responsibility to:

- a) observe an ethical approach to learning;
- b) reference properly all sources used in their work;
- c) seek individual help from their instructors when in doubt about any matter regarding plagiarism;
- d) ensure that they do not knowingly or carelessly make their work available to other students.

III. Guidelines for Detecting and Reporting Student Misconduct

All MLD instructors have a duty to report suspected cases of academic misconduct. The following uniform procedure will be followed in all alleged occurrences of misconduct:

- a) Minor breaches in referencing by first-year students will be treated as a lack of skills and rectified by individual instructors;
- b) Blatant and large-scale plagiarism shall be referred to the Academic Misconduct Committee for investigation. These cases include but are not limited to:

- a. A significant amount of an assignment being copied from printed or Internet sources;
- b. A significant portion of an assignment has been copied from another student; and
- c. Assisting others with plagiarism or cheating, whether carelessly or deliberately.

The Academic Misconduct Committee shall investigate the case within 15 working days of receiving notification. Students will be notified promptly of the outcome (Blatant plagiarism very often leads to an automatic NA grade from the course and disciplinary action which may result in suspension from the university).

IV. The Academic Misconduct Committee

The Academic Misconduct Committee assists the department in upholding the academic and ethical standards of the university. Its composition is as follows:

- a) The Committee Head nominated by the Department Chair
- b) Two senior instructors