 TAL TECH <small>EESTI MEREAKADEEMIA</small>	Procedure for Handling Violation of Good Academic Practice, Contemptible Conduct and Disagreements at the Estonian Maritime Academy	
	Document identifier:	V2/4
	Version No:	1
	Managed by:	Chief Officer of Study Quality
	Approved by:	Director's order No 1-25/34 of 9 June 2020

Procedure for Handling Violation of Good Academic Practice, Contemptible Conduct and Disagreements at the Estonian Maritime Academy

[\(original document\)](#)

1. General provisions

1.1. The Procedure lays down the procedure for handling violation of good academic practice, contemptible conduct and disagreements between the students and lecturers at the Estonian Maritime Academy.

2. Definition of violation of good academic practice and contemptible behaviour

2.1. The members of Tallinn University of Technology (hereinafter referred to as “the university”) shall be guided in their activity by the Principles of Academic Ethics (Code of Academic Ethics).

2.2. The general academic policies are set out in the Academic Policies, § 35 of which stipulates that the following is deemed to be violation of good academic practice: impermissible use and provision of support materials and assistance by the students, violation of assessment requirements, plagiarism, re-submission of one's own work, participating in an assessment for another student or allowing another person to participate in an assessment in one's own name, deliberate submission of false information and damaging the reputation of the university.

2.3. Contemptible conduct means violation of the generally accepted standards of conduct.

3. Handling student violations of good academic practice and contemptible conduct

3.1. The lecturer shall lay down the procedure for testing students' knowledge. At the beginning of a course, the lecturer shall inform the students of the rules of assessment of knowledge tests (incl. in writing in the study information system and/or Moodle), the requirements for the form and content of student papers prepared in the course and verify compliance with good academic practice.

3.2. If a student makes use of help from others or violates the good academic practice in any other way, the lecturer has the right to remove the student from a knowledge test or refuse to assess the submitted assignment. In both cases the lecturer shall mark “0” or “M” (failed) as the result/final grade of the specific knowledge test or written assignment.


3.3. If a suspicion of plagiarism concerns a graduation thesis, the decision on the existence of plagiarism shall be made by the head of the defence committee. The plagiarism detection system Urkund is used for the detection of plagiarism (as a rule, overlap with sources must not exceed 5-10%). If plagiarism is detected, the chairman of the committee shall refuse to admit the thesis for defence.

3.4. The name(s) of the student(s) who have violated good academic practice or acted in a contemptible manner are recorded in a closed list managed in accordance with the principles of personal data protection and available to the persons/committee involved in the proceedings.

3.5. If necessary, a lecturer, a chairman of the defence committee or an employee may request handling of a case by a committee established for handling violation of good academic practice or contemptible conduct (hereinafter referred to as “committee”) by submitting a reasoned request to the Study Director.

3.6. A committee shall be formed on a case-by-case basis by the Director's order on the proposal of the Study Director. The committee can include the Study Director, the Head of the Centre, the Programme Director, lecturers, employees and/or representatives of the student body. Experts can be involved in the committee, if necessary.

3.7. The committee has the right to request oral or written explanations about the violations from the student and other parties involved. The student may be requested to answer questions on the course material before a committee.

 TAL TECH <small>EESTI MEREAKADEEMIA</small>	Procedure for Handling Violation of Good Academic Practice, Contemptible Conduct and Disagreements at the Estonian Maritime Academy	
	Document identifier:	V2/4
	Version No:	1
	Managed by:	Chief Officer of Study Quality
	Approved by:	Director's order No 1-25/34 of 9 June 2020

3.8. In the case of violation of good academic practice or contemptible conduct, the student can be reprimanded or exmatriculated, depending on the severity (or repetition) of the violation.

4. Handling of lecturer and employee violations of good academic practice and contemptible conduct

4.1. Violations of good academic practice and contemptible conduct by the lecturers and employees shall be handled in compliance with the provisions of the Employment Contracts Act and the Work Procedure Rules.

5. Resolving disagreements of students with lecturers

5.1. If a student(s) has/have a disagreement or misunderstanding with a lecturer, the relevant lecturer shall be contacted orally or in writing to resolve the situation and reach agreements.

5.2. In the case of failure to reach a mutual understanding or agreement in communication with the lecturer, persons shall be contacted in the following order:

5.2.1. the relevant Programme Director;

5.2.2. the relevant Head of the Centre;

5.2.3. the Head of the Centre of Academic Affairs

5.2.4. the Study Director;

5.2.5. the Director.

5.3. The staff of subsequent stages can only be contacted if negotiations and notification in previous stages were unproductive and did not lead to any agreements.

5.4. In the case of a student's appeal, the employee holding the concrete post shall make sure that the student has completed the preceding appeal stages. If necessary, the employee forwards the student's appeal in accordance with the order set out in clause 5.2. The lecturer concerned must be involved in resolving the disagreement.

5.5. Throughout the process, communication and feedback shall take place between the involved parties (including notification of the student who filed the appeal). The person who makes a decision or proposes a solution shall notify all the persons involved in resolving the particular case.

5.6. EMERA's student body may be involved in the process of resolving disagreements.

6. Resolving disagreements of lecturers with students

6.1. If a lecturer has a disagreement or misunderstanding with the student(s), the lecturer shall attempt to resolve the situation through negotiation.

6.2. In the case of failure to reach a mutual understanding or agreement in communication with the student(s), persons shall be contacted in the following order:

6.2.1. the relevant Programme Director;

6.2.2. the relevant Head of the Centre;

6.2.3. the Head of the Centre of Academic Affairs


6.2.4. Study Director;

6.2.5. the Director.

6.3. The staff of subsequent stages can only be contacted if negotiations and notification in previous stages were unproductive and did not lead to any agreements.

6.4. In the case of a lecturer's appeal, the employee holding the concrete post shall make sure that the lecturer has completed the preceding appeal stages. If necessary, the employee forwards the lecturer's appeal in accordance with the order set out in clause 6.2. The students concerned must be involved in resolving the disagreement.

6.5. Throughout the process, communication and feedback shall take place between the involved parties (including notification of the lecturer who filed the appeal). The person who makes a decision or proposes a solution shall notify all the persons involved in resolving the particular case.

 TAL TECH <small>EESTI MEREAKADEEMIA</small>	Procedure for Handling Violation of Good Academic Practice, Contemptible Conduct and Disagreements at the Estonian Maritime Academy	
	Document identifier:	V2/4
	Version No:	1
	Managed by:	Chief Officer of Study Quality
	Approved by:	Director's order No 1-25/34 of 9 June 2020

6.6. EMERA's student body may be involved in the process of resolving disagreements.

7. Disputing decisions and procedural acts

7.1. Decisions and procedural acts made pursuant to this Procedure may be disputed under the terms and conditions and in compliance with the deadlines set out in the Administrative Procedure Act and the Academic Policies.