TUM Academic Integrity Policy

PURPOSE

The Academic Integrity Policy within the Technical University of Moldova defines the basic concepts and principles of academic integrity in order to strengthen the culture of academic integrity in the university community, training zero tolerance to any violation of academic integrity rules on the part of teachers, staff and students.

The Academic Integrity Policy objectives:

1. Forming the culture of academic integrity of students and teaching, scientific-didactic and scientific staff;
2. Preventing violations of academic integrity principles;
3. Preventing and eliminating academic fraud factors in the academic community;
4. Education of intolerance to plagiarism.

DOMAIN

The achievement of the Academic Integrity Policy is reflected on all participants in the education and research process:

- students - compliance with the requirements in the process of conducting study activities and making efforts to acquire the professional skills related to the acquired specialty;
- teaching, scientific-didactic and scientific personnel - quality assurance of the educational process, research and prevention of illegal violations;
- TUM management - control of compliance with the Academic Integrity Policy and conduct of monitoring and measures to prevent violations;
- administrative, management and non-didactic personnel - not using personal relationships to violate the principles of academic integrity.

STATEMENTS ON ACADEMIC INTEGRITY POLICY

All students and employees of the university are called to respect the principles that ensure the implementation of the Academic Integrity Policy:

1. **Honesty** - is the honest and decent fulfillment by members of the academic community of the assumed obligations;

2. **Trust** - the university encourages and is based on mutually trusting climates. Trustful climates encourage and support the free exchange of ideas that in turn enable the academic community to reach its full potential.

3. **Fairness** - the university sets transparent expectations, standards and practices to support fairness in interactions among members of the academic community. Each member of the community ensures compliance with the rules of academic integrity and equal responsibility for their violation.

4. **Respect** - the university appreciates the interactive, cooperative and participatory nature of learning. Free expression of opinions and ideas is encouraged.

5. **Responsibility** - the university is based on the personal responsibility of each member of the community for complying with commonly agreed standards and taking action when faced with wrong facts.

Rules of the Academic Integrity Policy

- Academic integrity is an essential value of each participant in the educational process and research;
- Academic integrity is the result of the mutual efforts of all students and university staff;
- Fulfillment of obligations in good faith;
- Compliance by students and staff with clear, fair and objective standards of academic integrity, citation rules and behavior;
- Increasing the requirements towards students within the system of correct and objective evaluation of learning outcomes;
- Responsibility for the quality of training of specialists;
- High responsibility of the teacher as a mentor, instilling principles and standards of academic integrity, mutual respect and fairness;
- Participation in any activities related to corruption/illegal actions, cheating, fraud, false in statements shall be deemed unworthy to the member of the university community;
- The use of personal and family relationships to obtain any privileges is not permitted.

TERMS AND DEFINITIONS

Academic integrity - set of moral and ethical norms, principles and values that define the behavior of each member of the university community, including principles such as avoidance of copying and plagiarism, adherence to academic standards, and honesty and integrity in research and publication.

Self-plagiarism – extensive citation of own works.

Duplication - presentation of the same work for different purposes.

Collusion – secret deal between two or more parties at the expense of a third party.

Improper conduct of teachers - academic fraud or deliberately incorrect assessment of student work.

Copying - fraudulent use of materials whose use is prohibited in the evaluation process; the attempt of the student to obtain help in carrying out the written work in such a way that it is not known to the teacher or the examiner, including the use of cheat sheets, flashcards.

Equity - the obligation of each member of the academic community to respect the rules of academic integrity and equal responsibility for their violation.

Exercise of the protection of the rights of the author and his successors - recognition of the copyright and protection of works subject to copyright by the correct transmission of speech, thoughts of other people and indication of sources of information in the elaborated papers.

Counterfeiting - intentional distortion/substitution of information, statements or data.

Academic fraud - any type of deception related to the performance of control works, projects, examinations, reports, theses, research papers, methods, etc.

Lying - providing false information.

Bribe - obtaining advantages in exchange for amounts of money, material values and services.

Plagiarism - reproduction of the work of another author (person, team, organization, etc.) without attribution (that is, in his own name).

Unfair practice - behavior or action that results in a student gaining or possibly gaining an undeserved/ illegitimate advantage in the process of evaluating learning outcomes.

Sabotage - deliberate disruption of activity. This includes, but is not limited to, the breaking of pages from library books, deliberate deterioration of experimental (laboratory) works of other people.

TYPES OF VIOLATIONS OF ACADEMIC INTEGRITY POLICY BY STUDENTS

- Bribing a teacher to improve their grades.
- Getting the right answers to an evaluation in exchange for money or gifts.
- Deliberate illegal use of the results of someone else's creative work, accompanied by communication to other people of false information about themselves as the real author: lack of reference to the source with reviewers, and, absence of source in the list of sources used; presentation of a summary, a presentation, a thesis, an article, experimental data made by other people (plagiarism).
- Copying a work, allowing others to copy, including uploading works on third-party platforms and sites without the authorization of the teacher.
- Passing the work results of other people as the results of their own work, including the use of commercial writing services.
- Trying to pose as another student.
- Theft, substitution and distribution to other students of test content data, exam materials, exam tickets, practical tasks, control questions, etc.
- Various forms of collective deception aimed at misleading other participants.
- Non-recognition of collaborations on homework or projects.
- Presentation of the same work or parts of it for multiple assessments or courses.
- Use of copy, response texts prepared in advance; unauthorized use, in the time of an exam, notes, prepared answers, or any devices electronics such as mobile phones, computers, smart watches or other technologies, to copy, retrieve or send information.
- Presentation of tasks that have been created or improved through the use of auxiliary digital (for example, artificial intelligence tools such as ChatGPT, etc.) to an extent that the work submitted no longer reasonably reflects the abilities of the student or can no longer be

considered an authentic work of the student, or, unless expressly permitted by the evaluation criteria.

- Manipulation of experimental data; invention of data from experiments, surveys, reports without actually achieving them.
- Counterfeiting of medical documents and other documents.
- Falsifying the signature of another student or teacher.
- Falsification of notes.
- Unlicensed access to teachers' computers, electronic database and other university documents (registers, borders, etc.) for the purpose of increasing the grades (scores).
- Careless performance of certain duties.
- Hiding information about serious facts of violation of the principles of academic integrity by students towards other participants in the educational process.

TYPES OF VIOLATIONS OF ACADEMIC INTEGRITY POLICY BY TEACHING, SCIENTIFIC-DIDACTIC AND SCIENTIFIC STAFF

- Allowing students to cheat on exams or tests; submitting the work of one student/pupil as the result of another student's/pupil's efforts; distributing control materials to students (exam tickets, practical assignments, control questions, etc.); selling or assisting in the purchase of reports, academic papers, etc.
- Falsifying notes or replies to papers, falsifying signatures in academic papers; changing notes at the request of colleagues and other people or coercing other people, taking advantage of their functional position;
- Extortion and receipt of remuneration in various forms; acceptance of gifts in connection with the performance of duties; deliberate postponement of problem solving in order to receive remuneration;
- Use of official and other information not subject to dissemination;
- Attracting subordinates and students in performing personal tasks; using the position in personal interests;
- Hiding corruption facts;
- Plagiarism, incorrect copyright marking;
- Falsification of scientific research results; lack of novelty of research;

- Incorrectness in scientific controversy, insults to the opponent;
- Bad faith in conducting scientific experiments, formulating scientific theories;
- Non-assuming personal professional responsibility in case of unsuccessful experiments, as well as responsibility for negative consequences;
- Non-compliance with the rights of co-authors;
- Comments and biased requirements of the leader/consultant, guided by personal interests aimed at reducing the scientific level of the work; lack of objectivity in the review process, which affects the quality of scientific research and reduces the level of the work;
- Disclosure of work data, non-compliance with confidentiality with transfer of review or discussion to third parties who are not authorized to do so;
- Ignoring plagiarism when reviewing the paper;
- Use of materials from reviewed works for personal needs;
- Republishing by the author of significant parts of his own work, not to mention previous publication.

RESPONSIBILITIES

- The university administration sets policy and strategies to support and protect academic integrity.
- Heads of subdivisions (deans, directors of institutes, TUM College director, heads of departments) promote academic integrity processes, organize community information on integrity issues, initiate investigation of fraud cases and seek sanctions.
- Heads of departments and laboratories carry out continuous training of staff on academic integrity and responsible conduct in research.
- Academic staff (teaching staff) follows:
  - to keep up to date with educational approaches to academic integrity;
  - to educate students on academic practices and academic integrity;
  - to design evaluation tasks that promote learning and minimize deviations;
  - to design assessment tasks to promote the responsible and ethical use of AI in ways which are authentic for both the task and the study unit;
  - to provide guidance to students for all assessments and a clear notification of deadlines evaluation, materials and other expectations;

- to check the originality of the work of the students, checking the accuracy and suitability references and citations;
- to report suspected violations in accordance with the procedures.
- Students must:
  - know and comply with the Academic Integrity Policy;
  - participate in activities organized by the university on academic integrity;
  - comply with the procedures and instructions for examinations and other assessments, assignments;
  - on need to request clarification on academic integrity requirements;
  - submit their own works, independently support tests and exams;
  - recognize the work of others used in their own works, conventions of reference to Copyright;
  - provide accurate data and results in their own tasks and research;
  - take precautions so that their work is not copied or misused;
  - refrain from plagiarism, collusion, deception and any type of academic misconduct.
- Scientific staff must:
  - reject and prevent any form of plagiarism: provide guidance and mentorship on responsible research conduct to other researchers or research trainees to monitor their conduct.
  - reject and prevent any form of data production and presentation as if they were real;
  - reject and prevent any form of falsification or manipulation of research data;
  - explicitly acknowledge the contributions that the authors have to the achievement of a joint work presented in the public space;
  - explicitly acknowledge the use of texts previously published by the author to avoid self-plagiarism;
  - respect property in individuals given by participation as co-author of collective volumes or items. Subsequent takeover, without proper citation of parts of co-authored works in works under their own signature or in works with other co-authors than in the primary, reference, work, it is a departure from integrity in research;

- fully and correctly report the research results regardless of whether they: (1) support or not the working assumptions in the research, or (2) whether or not they agree with the interests of the research funders or authors;
- avoid manipulation by poor design of research instruments or by not presenting results inconsistent with those of the interests of funders.

The entire TUM community is required to comply with regulations, disciplinary standards, ethical guidelines and relevant institutional Academic Integrity Policies.