

Plagiarism procedures at the University of Akureyri

1. Suspicion of an offense arises. A teacher, a supervisor or other parties bring the matter to the attention of the Head of Faculty.
2. The Head of Faculty ensures that a case is filed in *Gopro* and that the alleged offense is investigated.
 - a. The exact nature of the student's alleged offense must be defined as clearly and thoroughly as possible.
 - i. Part of this may include having an independent party review the thesis/project and submit a report on what the alleged offense entails. This usually applies if the alleged offense is large in scope.
 - b. The student is summoned to a meeting where the matter is presented to them and discussed.
3. The Head of Faculty sends the student a 1st letter (see blueprint for plagiarism cases). The letter describes the alleged offense, specifies which laws and regulations it concerns, and informs the student of the possible consequences of such offenses. The student is given the opportunity to object. A copy of the independent party's report is attached, if applicable.
4. The Head of Faculty, taking into account the student's objections, decides whether the student has committed an offense. The Head of Faculty sends the student a 2nd letter (see blueprint). The letter explains the decision of the Head of Faculty. In the event of an offense, the consequences of the offense are discussed, e.g. the teacher's decision to give a grade of 0.0. The student is then informed that the case will be sent to the Dean of School, who will make a decision on disciplinary action. If no offense is considered to have taken place, the student will be notified and the matter will be closed.
5. The Head of Faculty forwards the case to the Dean of School along with a copy of all files related to the case.
6. The Dean of School will process the case for a decision on disciplinary action and sends the student a 3rd letter (see blueprint). The student is then again given the opportunity to object.
7. Taking into account the seriousness of the offense (cf. table), the student's comments, and the nature of the case in other respects, the Dean of the School makes a decision on disciplinary sanctions, i.e. a reprimand or expulsion from the University. The decision is justified in a 4th letter to the student and the student is informed of the right to appeal (see blueprint).

The nature of the offense =>	Offense	Extensive offenses
	Negligence Poor academic practice, carelessness Misconduct: Gross negligence, irresponsibility	Intent Deceit / deliberate deception, such as fabrication, abuse, false and misleading information
Sanctions		
1. offense	A reprimand	Expulsion
2. offense	A reprimand/expulsion (depending on the nature and extent of the offense)	
3. offense	Expulsion	

*All cases are entered into a process headed by the Head of Faculty, in accordance with Article 43 of the Regulations for the University of Akureyri.

*Generally, a grade of 0.0 is given for the relevant exam/project if it is clear that a student has committed an offense.

*If a grade has been given, it is appropriate to revoke the grade in cases of serious or very serious offenses. If the grade is the basis for a degree, it is also appropriate to revoke the degree/diploma.

*These are guidelines; each case must be assessed individually, taking into account the nature and extent of the offense and the particular circumstances.

Confirmed by the University Council on May 25, 2022