

Academic Integrity and Plagiarism

Degree Programs General Management

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1. Academic Integrity

The Nyenrode Business University takes academic integrity very seriously. Every member of the Nyenrode community is responsible for upholding the highest standards of honesty at all times. Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are, therefore, prohibited.

Activities that have the effect or intention of interfering with education, pursuit of knowledge, or fair evaluation of a student's performance are prohibited. An examinee who, through deception or negligence, makes it entirely or partly impossible for the examiner to correctly assess a student's knowledge, insight and skills, is violating the standards of academic conduct.

1.1 Summary of the main rules

Note: refer to Chapter 4 in the Rules & Regulations for a more comprehensive version.

- It is not allowed to copy text without mentioning the sources;
- It is not allowed to copy from other students or other groups;
- It is not allowed to cheat at the exams;
- It is not allowed to cooperate between groups without the expressed permission of the professor;
- Free-riding behavior is not allowed: you have to contribute fairly to your group.

The Exam Committee is not responsive to silly excuses such as:

- I did not know the rules!
- I did not know the consequences of this kind of behavior!
- I thought cooperation was part of the philosophy of Nyenrode!
- I did not know what my group member was doing!
- I did not know that I was responsible for the behavior of my group members!
- I did it because others did it as well!
- Why just me, everyone does it!

1.2 Group Assignments

Please note that, unless stated otherwise, all group assignments within the Programs are to be completed by all the members of the group. Consultation with other students on any assessable work is not allowed without the express permission of the relevant course supervisor or examiner (article 8.7 R&R).

Please note that, when group assignments are being prepared, it is the responsibility of each individual student and of the study group as a whole to ensure that all members of the group fulfil their responsibilities. This means that if just one member violates the rules, all the other members of the group must share the responsibility for doing so.

If you are unsure as to what behavior is allowed, do not hesitate to ask the professor or program management for clarification.

2. Turnitin | Ephorus

The problem of plagiarism has received increasing attention in recent years, both in the academic world and the popular press. The ease with which students can find ways to shortcut the process of producing original work nowadays makes it necessary to use anti-plagiarism software. Nyenrode, therefore, uses Turnitin | Ephorus, a widely used tool within Dutch universities to detect all kinds of plagiarism. This anti-plagiarism software has been integrated in the upload list of my.nyenrode.nl which means that we will be checking all cases, papers and other types of assignments for plagiarism.

To avoid plagiarizing, you must give credit whenever you use:

- Another person's idea, opinion, or theory;
- Any facts, statistics, graphs, drawings – any pieces of information – that are not common knowledge;
- Quotations of another's person's actual spoken or written words;
- Paraphrase of another person's spoken or written words.

In the Nyenrode Guidelines for Report writing and Bibliography Descriptions you can find the proper way to give credit to your sources (<http://www.nyenrode.nl/library/services/students/Pages/Nyenrode-guidelines-for-report-writing.aspx>). You can find some practices and a test at the Indiana University Bloomington site: <http://www.indiana.edu/~istd/definition.html>

You are the only one responsible for giving the right credits to your sources! If you are not sure how to avoid plagiarizing, please ask your examiner.

2.1 Uploading

By uploading your final papers to my.nyenrode, your work will automatically be sent to Turnitin | Ephorus. Please note that it will not be possible for Program Management or examiner to upload the document for you. In case you have any difficulties uploading your document please contact Program Management for assistance.

A notification reporting the percentage of matches between the submitted document and other sources will be visible for the examiner to review. If the examiner has reason to suspect plagiarism, he/she has to inform the Exam Committee General Management. We are very strict on this rule since it is unfair to students if the treatment of academic fraud depends on the mood or whims of the individual examiner. The Exam Committee watches over the fair and equal treatment of all students. Informing the Exam Committee of suspected plagiarism is, therefore, the duty of the examiner and cannot be held against him/her.

The Exam Committee will investigate the case; there will be a hearing with the student(s). The Exam Committee has the authority to impose sanctions. Please also see the Article 10: Academic misconduct, of the Rules and Regulations Degree Programs.

2.2 Frequently Asked Questions

Which formats are allowed?

Turnitin | Ephorus supports the following common document types: Microsoft Office Word (.doc .docx), Word Perfect (.wpd), Adobe Acrobat (.pdf), Text documents (.txt .rtf), Open Office Text documents (.odt .sxw), Internet documents (.html .htm).

It is advised to upload Adobe PDF documents in order to be sure that all pictures and tables will be compressed. Next to that, your paper will be represented in the exact same way as you can see it yourself, no matter what software the examiner uses.

Please make sure to follow these instructions:

- Do not use a character in the title like `& \ / | : * ? " < > # { } % ~` etc.
- Make sure the path is not too long. When the path is too long (you saved the document in a folder which is in another folder, which is in another folder etc.) just save the document to your desktop and try to upload again.

What is the maximum size a document can be?

Turnitin | Ephorus accepts documents up to a maximum file size of 25MB.

The document is larger than 25MB?

First make sure that your document is an Adobe PDF file. While creating a PDF, all pictures and tables will be compressed. In case you already have a PDF and it still is more than 25 MB, you have to extract pages as a separate file. Make sure to mention this in the title 'part 1 and part 2' or 'appendix' or contact Program Management for assistance.

In case of Group work, will group members be able to see the uploaded document?

No, students can only see their own uploaded document.

Will I be able to edit or remove a submitted document?

No, students won't be able to edit or delete a document once an upload has been submitted.

3. In case of Possible Plagiarism

Any case of possible plagiarism has to be reported to the Exam Committee. In most cases the possible cases of plagiarism will be reported by the examiner. The examiner is required to report any case of possible plagiarism to the Exam Committee (also see 2.1).

3.1. Invitation to attend a Hearing

A notification has been made, the Nyenrode Business University takes academic integrity very seriously, and therefore we investigate this thoroughly. According to Article 10: Academic misconduct, of the Rules and Regulations Degree Programs, the student will get the opportunity to explain the situation and therefor receives an invitation

3.2. Hearing

In order to investigate any case of possible plagiarism thoroughly, it is important to hear all sides and the student(s) get(s) the opportunity to explain themselves.

At a hearing, two members of the Exam Committee will be present.

- At the start of the hearing the procedure will be explained. After explaining the procedures the student(s) will be asked whether there are questions about the procedure.
- At the end of the hearing the student's version will be summarized and the student gets the opportunity to add or correct this summary and to ask questions.
- The hearing's purpose is to get an answer to the following questions:
 1. Has a rule been violated?
 2. In case a rule has been violated,
 - is the student to blame? and/or
 - are there extenuating circumstances?
 3. What will the sanction be?
- The student(s) will be informed about the decision. Program Management, the examiner and Associate Dean will be copied in this letter.
- Students can file a written objection to the decision of the Exam Committee complaint in case he/she does not agree. (article 33 of the General Statute). The Exam Committee will review the case again and will send their decision.
- In case the student still disagrees, he/she can file a written appeal with the Appeal Committee (article 35 of the General Statute).