

To the Attention of Students,

As an institution conducting educational, research and community services at universal standards, Eastern Mediterranean University has the mission of bringing up individuals who possess the qualities to access, produce, apply and disseminate information for the social, cultural, economic, scientific and technological development of our society and humanity and at the same time, who demonstrate respect towards others' rights and knowledge. In line with this aim, our university's staff and students adopt the following principles:

“All members of Eastern Mediterranean University, as reliable, responsible and self-respecting individuals, only own the success and reputation they deserve; they are honest in the use, evaluation and presentation of information, data and documents”.

What is academic honesty?

Academic honesty involves carrying out original studies and sharing the ideas or findings of others through specifying the source.

What are the academic honesty violations?

1. Plagiarising: “Plagiarism”, is deliberately or unknowingly presenting other individuals' ideas and opinions as if they are your own work without showing the source of the information or referencing.
2. Cheating: All kinds of attempts and acts serving the purpose of secretly using unpermitted sources while answering questions during exams are referred as cheating.

Following actions are included in the scope of cheating:

- i. Looking at another student's exam paper during an exam,
- ii. Looking at another student's exam paper during an exam and copying the answers of that student onto your answer sheet,
- iii. Talking with other students during the exam,
- iv. Sharing information and sources in an kind of way (receiving or giving notes etc.) during an exam,
- v. Taking information on an exam outside of the exam room by noting or photographing the questions and/or answers of an exam,
- vi. Sending questions of an exam and/or receiving the answers of exam questions from another person by using mobile phones or any other kind of technological devices,
- vii. Noting any kind of information regarding the exam on the desk, any belonging, on body or elsewhere,
- viii. Having another person doing your own academic studies, doing group work with other students instead of doing individually as asked,

- ix. Submitting other people's homework, projects, reports/documents as if they are one's own authentic work.

Disciplinary procedures regarding Cheating are regulated by "Student Disciplinary Code". The relevant regulation can be found at <http://mezuat.emu.edu.tr/5-2-Yonetmelik-OgrenciDisiplin.htm>.

3. Presenting or submitting whole or a part of a previously submitted study, homework or project in a different course without providing references,
4. Providing non-existing sources as references or creating fake data sets,
5. Having own academic study done by other students,
6. Exhibiting behaviors intending to obtain unfair advantage (getting a medical report although there is not a real medical problem, making excuses on unreal matters to get a time extension or a make-up etc.),
7. Fabricating and using forged documents (reference letter, health report, proficiency document/score, transcript etc.),
8. Entering an exam for someone by using their names or having someone enter your exam by using your name.

IMPORTANT REMINDERS

1. Read carefully the documents you have received on academic honesty and instructions provided on university's website.
2. Carry out detailed research on matters that are included in the scope of plagiarism in academic studies. "I did not know that my action was within the scope of plagiarism" is not accepted as an excuse in an event of plagiarism. Be aware that such action is in your full responsibility.
3. Only use your own ideas in your homework, project or other studies. Provide references for ideas, opinions, documents, findings etc. if they belong to other people.
4. Use authentic (primary) sources that you can access during you work in your homework, project, report etc.
5. Abide by the rules identified by the course instructors as well as the rules in "EMU Exam Rules Guide for Students" set by our university.

EMU EXAM RULES GUIDE FOR STUDENTS

Student;

1. Is present at the exam room at least ten minutes prior to the exam starting time,
2. Puts his/her course materials and personal belongings out of reach,
3. Switches his/her mobile phone and puts it out of reach,
4. Places his/her ID card with a photo on the desk/table before the exam starts,
5. Knows that none of the students can leave the exam room within the first 30 minutes of the exam,
6. Knows that he/she can sit the exam if he/she comes to exam room within the first 30 minutes, but cannot ask for extra time,
7. Signs the attendance with a PEN,
8. Does not exchange any pencils, erasers and calculator like electronic devices during the exam,
9. Is allowed to bring water or any other beverages on the condition that they do not have any cheating materials in or on the label tags of the drinks. Any kind of food is not allowed during the exam,
10. Can go to toilet if they are accompanied by an invigilator,
11. If there is an optic answer sheet, uses **PENCIL** to mark the answers.

Good luck with the Exams!