



ACADEMIC INTEGRITY AT
THE UNIVERSITY OF MONTENEGRO:
POLICY AND PRACTICE

2019



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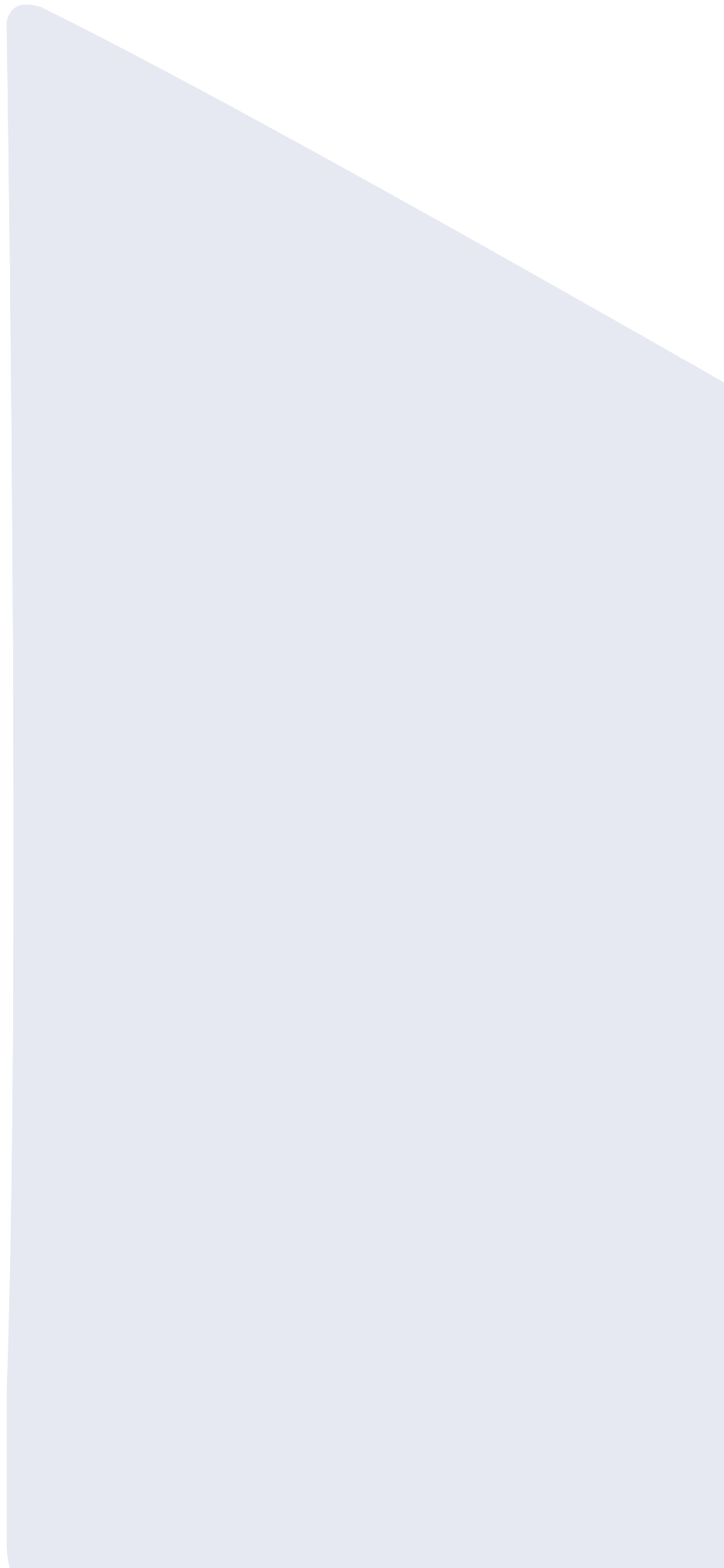
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1. Introduction

1.1 University of Montenegro overview

The University of Montenegro (UoM), founded in 1974, is the oldest, largest and only public higher education institution in Montenegro. It consists of 19 faculties and three research institutes. The University of Montenegro represents a comprehensive, integrated higher education institution with approximately 20,000 enrolled students and 1,129 members of academic, professional and non-academic staff. Teaching at the University of Montenegro is organised in accordance with the principles of the Bologna Declaration. Since the 2017/2018 academic year all the programmes have been organised after the 3+2+3 model (three years of bachelor's studies + two years of postgraduate studies + three years of doctoral studies, except for the regulated professions). The study programmes are in accordance with ones at relevant European universities which, along with a significant number of cooperation agreements and exchange programmes, encourage and enable mobility within the European Higher Education Area to students, academic and non-academic staff. At the same time, the university strives to intensify research in all scientific disciplines, first of all through the realisation of its numerous scientific projects. Spatially, the University of Montenegro covers three Montenegrin regions. Apart from Podgorica, where the highest number of faculties and the largest campus are situated, teaching takes place in Nikšić, Kotor, Cetinje, Bar, Igalo, Berane and Bijelo Polje. The schematic overview of the organisation chart and structure is presented in Appendix I.

1.2 The first steps to certification in the field of academic integrity

In line with its dedication to the activities of developing a quality culture, the University of Montenegro entered into the process of certification in the field of academic integrity. To implement the process of certification, the Rector of the University, Professor

Danilo Nikolić appointed a working group in July 2018. The task of the working group was to prepare the materials necessary for certification of the University of Montenegro in the field of academic integrity, in accordance with the requirements of International Institute for Research and Action on Academic Fraud and Plagiarism (IRFPA). The working group, consisting of eight members, was required to complete the Academic Integrity Chart by mid-January 2019. The document prepared by the working group will be then submitted to the IRFPA experts as an initial document for the implementation of the process of certification. The working group held its first meeting in September 2018, at which the structure of the document was agreed on. Working tasks were distributed among the members of the team concerning the individual chapters. At the same meeting, the deadline for the completion of the draft version of the report was set. Before the end of December 2018 the working group held several meetings, at which the team discussed individual chapters from the report and the group members agreed on their views concerning the variety of tasks. The members of the working group consulted the relevant agents about issues of particular concern in the chapters they were working on. Rector Prof. Danilo Nikolic and two vice-rectors, Prof. Djurdjica Perovic and Prof. Irena Orovic, actively participated in the process.

Additionally, the working group had one face-to-face meeting and several conference calls with the external consultants, Michelle Bergadaà and Pierre-Jean Benghozi, that helped the group during the process.

2. Commitment of governing bodies

No sustainable integrity policy can be conceived and implemented without the commitment of the university's various bodies and stakeholders, from the Rectorate to the students and administrative staff. To this end, the following elements describe the modalities and guidelines for such commitments at the University of Montenegro.

2.1. Commitment of the institution's members

The decision on adoption of the Integrity Plan of the University of Montenegro is made by the Rector. The current Integrity Plan was adopted at the end of 2018. The Manager is responsible for realisation of the measures for the protection of academic integrity envisaged by the Integrity Plan. It is also his/her responsibility to propose new measures so that the plan can be improved. The most important aspects of the Manager's work concern continuous communication with academic and other staff in relation to suspected unethical behaviour, cases of corruption or conflicts of interest. The Manager is authorised to intervene in cases of unethical behaviour, or any other violations of the postulates of academic integrity. The Manager is also obliged to make a written report on his/her work at least once a year, and also at the Rector's request.

The Senate adopts the Code of Ethics, which represents a common system of values and the dominant model of professional behaviour for academic and other staff and students. The Court of Honour (Ethics Board) determines the responsibilities of academic and other staff and students, and imposes measures (described in detail in Chapter 9) for the violation of the moral and professional principles determined by the Code of Ethics of the University of Montenegro (Appendix II: *Statute, Articles 24, 32, 102 and 103*). The Senate also makes a decision on the exclusion of students from the university, and the Management Board resolves any appeal on decisions of the Senate on the exclusion of students.

The Senate regulates the procedure for the determination of plagiarism and adopts the decision on the use of anti-plagiarism software (*Ithenticate software*) at the University of Montenegro. The procedure for the determination of plagiarism is conducted by a special Commission appointed by the Senate. The Senate makes a final decision based on the evidence gathered in the procedure conducted by the Commission.

The procedure of evaluation by means of the anti-plagiarism software is carried out by the Doctoral Studies Board (for all doctoral theses), the Master's Studies Board (for all master's dissertations) and the Editorial Board of the University of Montenegro (for all publications published by the university). In the case of publications published abroad and in case of theses and dissertations defended abroad, whose authors are citizens of Montenegro, a special body at the state level, the Ethical Committee, will be formed in accordance with the new Law on Academic Integrity. If the papers are published or degrees obtained at other universities in Montenegro, these cases will be dealt with by their university bodies.

2.2. Commitment of academic staff

With the aim of preserving and improving the dignity of the University of Montenegro, academic and other university staff are obliged to adhere to the moral and professional principles prescribed by the Code of Ethics.

Academic staff contribute to the intellectual growth of students and transfer the highest level of scientific knowledge to the students. Academic staff respect the dignity of students and refrain from any form of discrimination against students (based on race, skin colour, nationality, social or ethnic origin, language, religion or belief, political or other conviction, gender, sexual orientation, health situation, disability, age, level of income, marital or family status, group affiliation or any other personal trait). They encourage students in the undertaking of independent research in pursuit of knowledge. Members of the academic staff provide impartial, reliable and equitable systems of testing and grading in terms of exams. The only criteria for grading students are knowledge, understanding and the effort made. Academic staff refrain from conditioning the passing of a test on the buying of certain literature or other teaching aids, by blackmail or by other extortion (Appendix III: *Code of Ethics, Article 2*).

In relation to their colleagues, members of the academic staff encourage collegial relations based on mutual consideration, respect for human dignity and the rights of in-

tellectual property, and promotion of a culture of communication and argumentative dialogue. Academic staff must not show contempt to a colleague, use non-academic rhetoric or ignore someone else's paper out of professional or personal intolerance. Unacceptable unethical behaviour of academic staff also includes praising a paper of another or restraining from criticism for reasons of personal interest, or writing a positive report on tenure promotion apart from the determined criteria so as to remain friendly or to gain material or any other benefit. Every member of academic staff is morally obliged to report any violation of the provisions of the Code of Ethics (Appendix III: *Code of Ethics, Article 3*). In the near future, the university plans to carry out regular evaluation of the contributions of the academic staff in protection of academic integrity through questionnaires about their activities in this field and their awareness of the importance of this issue.

In relation to the institution, academic staff protect the integrity and dignity of the academic institution, and work conscientiously and constantly to improve and perfect the quality of their own knowledge and professionalism. Academic staff refrain from breaching professional criteria and standards in performing academic work and exhibiting forms of dishonourable behaviour, such as protectionism, lobbying, blackmail or pressure, bribes or corruption. Academic staff are obliged, with their authority, to represent and promote positive academic values: honesty, academic freedom and responsibility, excellence, mutual consideration and human dignity, and to transfer them to the wider social community (Appendix III: *Code of Ethics, Articles 4 and 5*). In cases where these ethical principles are breached, the Code of Ethics provisions the following sanctions: a public warning, public criticism which is published at a session of the Senate, and public criticism which is published in the 'Bulletin of the University of Montenegro' (Appendix III: *Code of Ethics, Article 11*).

In terms of responsibility for violation of intellectual property, members of the academic community are obliged to respect property rights and other titular rights of intellectual property. Members of the academic community are obliged to guarantee the authenticity of their published scientific papers and works of art, as well as accuracy and honesty in presenting information on the origin of the ideas and quotations used in their papers. It is forbidden for members of the academic community to: distort or change another author's papers or other creative work in a way that jeopardises the honour or reputation of the author; copy an author's work and research without citing the source and present it as their own (plagiarism); intentionally present, disseminate or publish the alleged results of research work despite the fact that the research was not conducted in reality (making up academic results); manipulate an object, equipment or

process of research with the aim of intentionally setting and tendentiously interpreting the results of scientific research (forgery); include an author on papers out of deference or because of their influence over other papers, or from a position of subordination or other form of inappropriate relationship with another person or other motives (Appendix III: *Code of Ethics, Article 6*).

2.3 Commitment of students

With the aim of preserving and improving the dignity of the University of Montenegro, students of the university are obliged to adhere to the moral principles prescribed by the Code of Ethics. Students are obliged to respect the dignity of academic and other staff, behave in accordance with the values of the academic community in a civilised way and without prejudice, and to respect good academic practices, particularly in terms of attire and dress. They are also obliged to respect the rights, obligations and academic integrity of other students, and to meet their obligations in a fair and ethical way. Any form of cheating or the use of any forbidden assistance in a test is prohibited (Appendix III: *Code of Ethics, Article 2*). A doctoral student is obliged to sign a Statement of Authorship confirming that his/her doctoral thesis is the result of his/her own research work, that the results are written in a fair way and that he/she has not violated any authorial or intellectual property rights belonging to third parties (Appendix IV: *Rules of Doctoral Studies*). The university is planning to modify the Rules of Study. In the new version, it will be mandatory for both graduate and postgraduate students to sign a statement on authorship confirming that their diploma or master's paper is the result of their own work, written in such a way that does not violate any intellectual property rights.

The responsibilities of the academic community related to academic integrity are defined as follows:

RESPONSIBILITY OF ACADEMIC STAFF

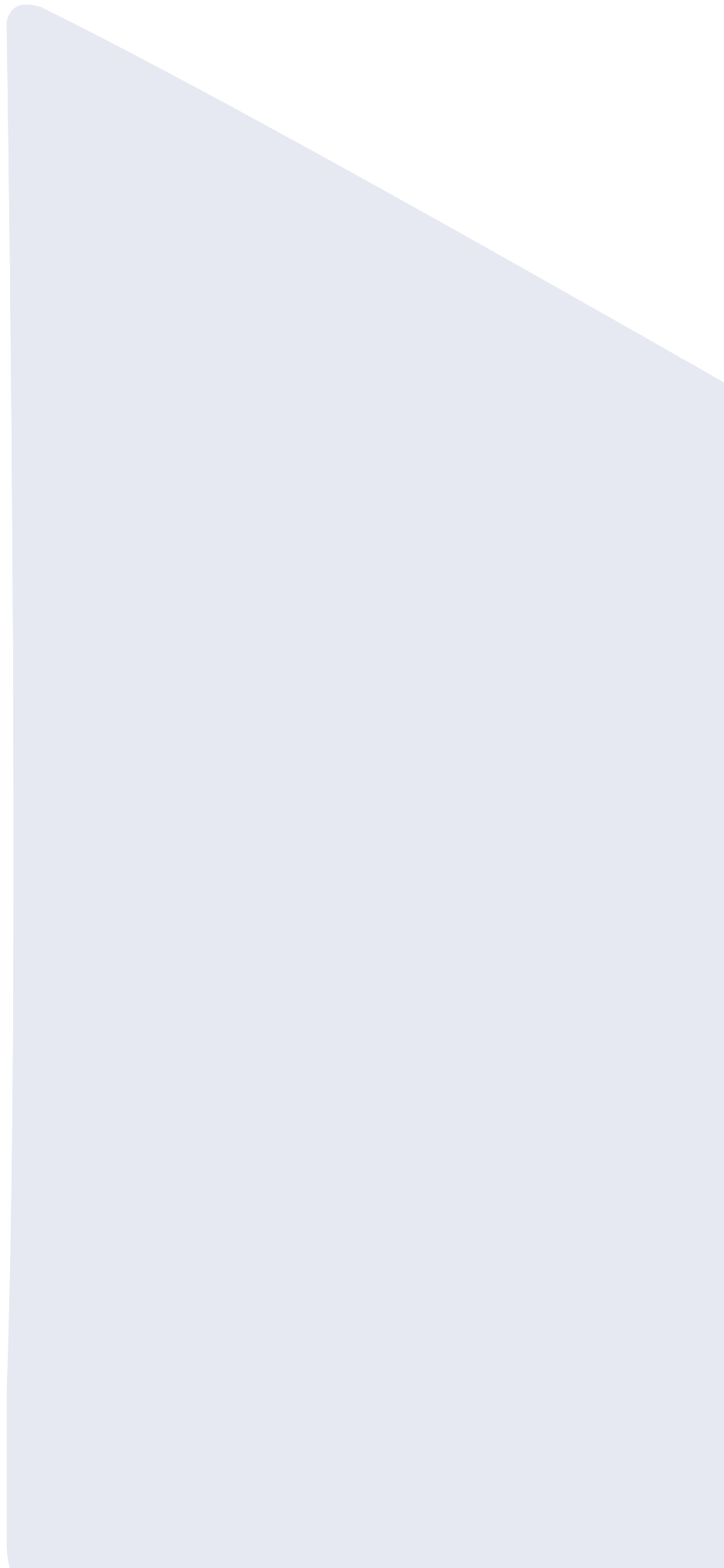
1. Contribute to the intellectual growth of students and transfer the highest level of scientific knowledge to students.
2. Respect the dignity of students.
3. Provide impartial, reliable and equitable systems of testing and grading students.
4. Encourage collegial relations based on mutual consideration, a culture of communication and respect for human dignity.
5. Foster a culture of argumentative dialogue in scientific papers and public actions.
6. Guarantee the authenticity of one's published scientific papers and works of art, as well as accuracy and honesty in showing and providing information on the origin of ideas and citations used in one's papers.
7. Respect the right of intellectual property.

RESPONSIBILITY OF STUDENTS

1. Respect the dignity of academic and other staff.
2. Respect the rights, obligations and academic integrity of other students.
3. Meet one's obligations in a fair and ethical way and with academic excellence.
4. Refrain from cheating or the usage of any forbidden assistance while testing.
5. Respect good academic practices.

RESPONSIBILITY OF ADMINISTRATIVE STAFF

1. Preserve the integrity and dignity of the academic institution.
2. Work consciously, fairly and with dedication.
3. Refrain from all forms of dishonourable influence on breaching professional criteria and standards.
4. Foster argumentative dispute, tolerance and fair pursuit of the best solutions.
5. Constantly improve the quality of one's own knowledge and professionalism.



3. Human and financial organisation

3.1 Financial organisation

In order to enable the bodies concerned to carry out their work related to academic integrity issue in an effective and independent manner, it is essential that they have the resources to carry out their activities and investigations. Consequently, the UoM has allocated a budget that concerns only activities related to academic integrity. The planned activities may be summarised as follow:

- Organisation of training for academic staff (at least twice a year);
- Organisation of training for students (at least twice a year);
- Organisation of roundtable discussions with international experts (at least once a year);
- Participation of local experts at international seminars dedicated to academic integrity;
- Promotional activities (leaflets, posters, videos, etc.).

Additionally, the UoM has planned a budget for the bodies that deal with issues of academic integrity. The Court of Honour (i.e. Ethical Committee) is one of the main bodies in charge of cases of unethical behaviour. It has nine members, who receive compensation on a monthly basis for their work. Besides that, at the UoM there is a Board for Quality Assurance and a Board for Monitoring Master's Studies. These boards, among other things, deal with the problem of plagiarism, which is also an important part of the academic integrity of the students and academic staff. The members of the board (11 of them) also receive compensation on a monthly basis. Additionally, the same applies for the Doctoral School, as well as for the Editorial Board. Also, the salaries of the administrative staff at the Centre for Studies and Quality Control are met by the budget of the UoM.

3.2 Appointment of an Integrity Manager

As indicated previously, the university has appointed a manager for integrity: it is Vice-Rector Prof. Dr Djurdjica Perovic.

The Integrity Manager carries out the following tasks:

- Monitoring the implementation of measures for the improvement of integrity;
- Prevention of corruption, conflicts of interest and other forms of illegal or unethical treatment;
- Compiling a report on the implementation of the Integrity Plan in cooperation with all the organisational units;
- Submission of a report on the implementation of the Integrity Plan, at least once a year, upon the request of the Rector;
- Assessment of the effectiveness and effectiveness of the Integrity Plan;
- Proposing changes to the Integrity Plan depending on the needs, development and interests of the University of Montenegro.

4. Working Group for Academic Integrity

For the process of certification, a working group (WG) has been established as a task force. The assignment of the working group is to prepare the materials necessary for certification of the University of Montenegro for the field of academic integrity in accordance with the requirements of the IRFPA.

Additionally, the Rector sent a letter to all organisational units, as well as the services in the Rectorate to appoint a person who will be tasked with maintaining academic integrity. The person in charge of academic integrity will have the task to: implement presentations on issues of integrity, and organise discussions and roundtable discussions on integrity in the academic community with various participants from among the students, academic and administrative staff, etc. A written report shall be submitted about all the implemented activities. The WG has defined tasks and activities that are presented in Appendix V.

4.1 The team in charge of the programme for student plagiarism

The University Senate has adopted the *Guidelines on the Procedure for Preventing Plagiarism by using the Ithenticate Software at the University of Montenegro*. These guidelines apply to:

1. Academic staff and persons holding a scientific or research title who are employed at the University of Montenegro;
2. Students of the University of Montenegro.

The guidelines apply to the following copyrighted works:

1. Publications published by the University of Montenegro in accordance with the Rulebook on Publishing Activity;
2. Doctoral theses; and
3. Master's dissertations.

The evaluation of the copyrighted works should be carried out by the following professional bodies of the University of Montenegro:

- I. PhD Programme Board – for doctoral theses. Doctoral theses, in their electronic form, shall be required to be submitted to the PhD Programme Board, in addition to the University Library. Enclosed with the doctoral thesis, the candidate's works on which the doctoral thesis is based shall also be submitted.
- II. Master's Programme Board – for master's dissertations. Master's dissertations, in their electronic form, shall be required to be submitted to the Master's Programme Board. Enclosed with the master's dissertation, the scientific work that the dissertation is based on shall also be submitted (if applicable).

The Centre for Studies and Quality Control of the University of Montenegro shall appoint members of the above-listed bodies, depending on the type of the copyrighted work, to a Commission that will implement the plagiarism verification procedure. The Commission should consist of at least three members.

The Editorial Board of the University of Montenegro is responsible for publications where the university is the publisher. The Editorial Board shall verify the received publications, in their electronic form, as part of the reviewing process and after the reviewing process. For all other publications by UoM researchers, the Law on Academic Integrity shall apply.

5. Institutional policy

5.1. The Code of Ethics and the Ethics Board

The measures and procedures in cases of a violation of academic integrity at the University of Montenegro are regulated by the Statute of University of Montenegro and by the Code of Ethics. The Statute, as the basic act of the university, regulates its internal functioning and also proclaims its basic values and principles. It paves the way to adopting the Code of Ethics (Appendix III: *Statute, Article 3; Article 32*), along with the establishment of the Ethics Board, which is the main university body dealing with breaches of the rules and principles of academic integrity. The Ethics Board has nine members, elected by the Senate for a three-year term, apart from one student member, who is elected by the Student Parliament for a one-year term (Appendix III: *Code of Ethics, Article 14*). It contains standards of attire adapted to the activity of the university, as well as standards of unacceptable behaviour, including protection from plagiarism (Appendix II: *Statute, Article 102*). The Code includes principles of professional responsibility, responsibility toward students and responsibility of students, responsibility toward colleagues, responsibility toward the institution, and also (Appendix III: *Code of Ethics, Article 6*) responsibility for violation of intellectual property. It determines the principles and rules of behaviour of academic staff which have to be followed so as to preserve and improve the dignity and reputation of the university, in accordance with mission of the university, as well as the procedure for cases of the violation of ethical principles.

The Code is adopted by the Senate, at the proposal of the Commission appointed by the Rector (Appendix III: *Statute, Article 103*). Representatives of the academic staff from all units of the university, as well as a representative of teaching assistants and numerous representatives of students are involved in the process of its adoption and implementation. The Code of Ethics is available on the website of the university and on the various other websites of university bodies and faculties, making it available to academic and non-academic staff, students and the general public. Revisions of the existing Code and

adoption of a new one are done in a procedure that foresees that the Rector appoints the Commission whose members are representatives of all the university's units to prepare the proposition, which is then adopted by the Senate.

5.2. Other procedures and activities

While the Code of Ethics is the main document and the Ethics Board is the main university body that deals with issues related to academic integrity, there are other documents, bodies and activities. For example, since University of Montenegro is a large institution, each unit has its own Academic Integrity Officer who deals both with the promotion and protection of university ethics. Also, each unit may, in accordance with the Statute, implement disciplinary measures, which will be further discussed in Chapter 9.

Apart from the adopted documents, there are numerous activities envisioned in order to raise the awareness of the importance of academic integrity, its principles and sanctions for violation of academic integrity. These include online courses for students on academic integrity, discussions about academic integrity on the existing courses students are enrolled on, as well as organising seminars, roundtable discussions, workshops, lectures – by foreign and regional experts at the Rectorate and at the faculties – and the participation of academic staff and student representatives at similar events.

6. Internal and external communication

The issues of integrity and communication efforts in this area obviously concern all the university staff and actors, but they are not the only ones involved. They also affect the university's reputation with both the public and private institutions that support it, receive its students and collaborate with it. Communication on this subject must therefore be considered both internally and externally. Recognising the importance of good interaction between the academic community and Montenegrin society, the University of Montenegro is continuously developing its communication strategy at all levels. A developed network of frequent individual e-mail communications is an entry point to the complex system of familiarising staff with issues of academic integrity; promotional campaigns aimed at building academic integrity culture and raise awareness of academic honesty; training courses, seminars, round tables and discussions, frequent reminders in university publications, monitoring of the current situation and predicting and planning further actions, and informing about need to use software for preventing plagiarism, sending instructions for the use and announcing the results of software validation.

The university regularly informs its members and the public about all the initiatives and events it organises, including events and seminars on the topic of academic integrity and plagiarism. In order to prevent plagiarism, lecturers and the teaching staff constantly educate students on academic writing rules, whether as a part of special subjects at the postgraduate level or in the form of rules for writing seminar papers at the undergraduate level. The Centre for Studies and Quality Control has prepared a presentation on academic integrity and guidelines for writing a dissertation or thesis, focusing on the issue of plagiarism.

6.1 Internal communication

The main tool and a powerful one for introducing the topic of academic integrity to the Montenegrin academic society is the university website and information dissemination through the academic website and e-mails. The chronology of seminars and of similar events devoted to this topic is presented in a very detailed and visible way on the website. If we follow the current issues, we can notice that the university has been continuously announcing these seminars on the home page of its website in order to raise awareness about academic integrity and plagiarism. The topics discussed at a seminar in which students and academic staff participated were: the main aspects of academic integrity, followed by the topic of plagiarism, the use of false (predatory) academic journals for promotion, corrupt practices related to students' applications, evaluation and promotion. The list of events organised at the University of Montenegro is presented in Appendix VI.

The University of Montenegro took the decision to use software to prevent plagiarism in master's dissertations and PhD theses and other documents published by the university. The decision to use the *iThenticate software* to identify plagiarism at the University of Montenegro was made on 18 April 2018. It was published in the University Bulletin (No. 428). This document defines: the types of plagiarism, the entities and publications to which it applies, the types of publications for the software application, the verification method and procedure, evaluation of the results of the applied method, the bodies in charge of evaluation, etc.

6.1.1 Communication with students

The core documents that regulate academic integrity, plagiarism, intellectual property, and honest academic behaviour are: Rules of Study at the Undergraduate Level (Appendix VII), Rules of Study at the Postgraduate Level (Appendix VIII), Rules of Doctoral Studies and the Code of Ethics. All these documents are published on the university website.

Rules of Doctoral Studies define that PhD students are obliged to sign the Statement of Authorship. The **Code of Ethics** regulates such topics as *Responsibility toward Colleagues (mentor relationship, Article 3)*, *Responsibility for Violation of Intellectual Property (Article 6)*, academic freedoms, academic writing rules, academic standards and good academic practices. In this document are also listed types of plagiarism and the ways to avoid it, as well as the measures imposed by the Court (*Article 11*).

Information on sanctions (*Excerpts from Article 11*):

For a violation of the Code of Ethics the Court may issue the following:

- A public warning;
- A public criticism which is published at a session of the University Senate;
- A public criticism which is published in the "Bulletin of the University of Montenegro".

Also, work on the framework for registering cases of academic dishonesty and dealing with the suspected violator is in progress. This document will comprise the file number, the description of the allegations and outcome (fine).

It is necessary to define the sanctions for students' violation of ethical academic behaviour. This could be on a scale from mild to more severe sanctions:

- Disciplinary warning, reprimand
- Reduction of grade
- Remedial sanctions
- Failure of course
- Suspension

6.1.2 Design of web platform

The University of Montenegro is planning to design a web platform. The following topics will be the main pillars of this platform:

- Academic Integrity Policy (Identifying and defining academic honesty and dishonesty; Writing code; Tips for working ethically; Good practices; and Academic misconduct), Levels of violation and Sanctions, Code of Student Conduct, Disciplinary process (rights of the accused and parties of complaint), Reports of cases of misconduct and sanctions, Library with important documents, and Events (announcements at seminars)

6.1.3 Online courses and other means of education on academic integrity

In order to encouraging an academic culture, the University of Montenegro is preparing the pilot version of an online course on academic integrity and plagiarism, which

all first-year students will be obliged to take. After that, they will receive an appropriate certificate. Doctoral and master's students will have special lectures on academic writing and academic honesty in the framework of the course Methodology of Scientific Research.

6.1.4 Bodies responsible for internal communication concerning academic integrity

At the university level

The Centre for Doctoral Studies, the Centre for Studies and Quality Control with the Committee for Monitoring Master's Studies.

At the faculty level

Councils of University Members, the Vice Dean for Education and the Committee for Postgraduate Studies, the Academic Integrity Officer.

6.2 External communication

The Communications and Public Relations Centre is responsible for providing information from the university entities and for sending press releases to the media. The university's website is the source of all relevant information. Additionally, Appendix IX presents promotional material for boosting academic integrity at the UoM.

7. Control

7.1 Software for preventing plagiarism

The University of Montenegro has started to use the anti-plagiarism software *iThenticate*. The *iThenticate* software was acquired as part of the project *Enhancement of HE Research Potential Contributing to Further Growth of the WB Region*, supporting the development of higher education and research potential in order to contribute to the further development of the countries of the Western Balkans, as well as via the Ministry of Education.

The Senate, as the highest academic body, has expressed its readiness to take the first step in preventing this problem through the *Decision on the Use of Software* (normative act), with the aim of contributing to and improving the overall academic culture and scientific research at the University of Montenegro. With this act, the bodies responsible for evaluation, verification procedure, etc. are defined.

Additionally, the Centre for Studies and Quality Control sent a letter to 21 organisational units with an initiative for purchasing plagiarism prevention software, which would be used to check seminar work and final papers. This recommendation is one of the ways of resolving and preventing the greater spread of the mentioned problem. Additionally, the Centre sent a list of free software as a recommendation for students.

Something that is noteworthy is that the relevant committees will further insist on the fact that the software is important in a routine control process, but should not be considered as a unique and perfect solution, or with an absolute guarantee, or of the same utility in all disciplines.

7.2 Checking by teachers and researchers

As indicated above, only publications published by the UoM are the subject of checking. For other publications the Law of Academic Integrity will apply. Teachers and students are encouraged, in this context, to mobilise all the available tools (online research, open-source tools, etc.) to monitor and verify any work and working documents about which they may have suspicions.

8. Training of academic staff and students

8.1 Training of teachers and teacher-researchers

The university has already organised several training sessions and seminars focused on academic integrity for researchers. It will further develop this aspect by introducing at least two training sessions related to the area.

8.2 Student training

As indicated in Appendix IX, several training sessions were organised on academic integrity focusing on both academic staff and students.

Since the 2018/19 academic year the practice of regular training has been established for all students, dealing with the topics:

- Drafting and writing of seminar papers; and
- Academic integrity.

Presentations were created for both topics (Guidelines for Writing Seminar Paper and Academic Integrity) by the Centre for Study and Quality Control of the University of Montenegro. The guidelines for writing seminar papers contain basic methodological requirements that shape the process from topic selection, through research, to the final writing of reports in the form of seminar papers. Particular emphasis in the presentation is directed to the adequate use of literature and sources, i.e. the way we, academically and correctly, use the works of others. The presentation explicitly introduces some basic notions of ethical behaviour in science, i.e. it deals with academic integrity, which is a special topic for another presentation. The presentation on Academic Integrity contains the most important notions in this area.

Both presentations are used for workshops with students in all organisational units of the University of Montenegro. Training is implemented by the person responsible for academic integrity at the faculty level.

Within the subject Methodology of Scientific Research in Master's and Doctoral Studies, two days of training are provided in the area of academic integrity. The aforementioned subjects have already included topics on ethics in research, and these themes have been expanded and specifically directed towards academic integrity.

The result of the research, which is carried out within the ETINED project, will be used to create online training for students. The pilot version of the online course will be launched during this academic year.

Further changes should focus on the implementation of obligatory courses for master's and PhD students.

9. Commission for appeals and mediation

The new law that will be adopted soon foresees a procedure that does not explicitly include mediation as a part of the process of resolving problems in cases of plagiarism. However, it can be conducted for cases of prevention carried out by the Centre for Studies and Quality Control in the process of inquiry, when meetings with the author of the text in question may be organised. Mediation will be introduced in the revised Code of Ethics as an option for other cases of violations of academic integrity that are left to universities to regulate, in front of the Ethics Board.

According to the new law, in cases of possible plagiarism, a fact-finding Commission, named by the Ethics Board and consisting of experts not related to any side involved with the problem in question, will be named, and only after the Commission comes with the results of its inquiry will the Ethics Board be able to conduct formal questioning and, finally, decide on the matter. Cases of plagiarism committed abroad – e.g. if a member of teaching staff of the University of Montenegro is accused of plagiarising his/her master's dissertation or PhD thesis obtained at a foreign university – will not be dealt with in front of the bodies of the UoM, but in the special Ethics Committee, functioning at the state level, which will be established in accordance with the new law.

Accusations for violations of the Code of Ethics may be submitted to the Ethics Board. Appeals – officially named 'proposals to institute proceedings' – may be submitted by any person or legal entity, including employees and students of the university, and university bodies and faculties, but also by any other person or legal entity outside the university (Appendix III: *Code of Ethics, Article 19*).

In cases not dealing with plagiarism, but relating to other violations of the Code of Ethics (e.g. non-academic rhetoric, lobbying, undermining the dignity of a colleague, etc.), the procedure involves interrogation of both sides and their opinions and testimonies are evinced. It is not possible to accept anonymous proposals – in fact, the Code explic-

itly prohibits the continuation of procedures if a proposal is not signed (Appendix III: *Code of Ethics, Article 20*). The Ethics Board may keep the process secret from the public if its subject is too sensitive, or there is a perceived risk that making things public would cause damage to the university (Appendix III: *Code of Ethics, Article 13*).

Commissions (in the cases mentioned in the previous paragraph) are formed by the Ethics Board members – three of them for a first-instance Commission, and another five if an appeal is made against the first-instance commission's decision (Appendix III: *Code of Ethics, Article 16*). The first-instance Commission of the Court shall deliver to the accused a proposal giving him/her a deadline to respond by, which shall be no sooner than five days (Appendix III: *Code of Ethics, Article 24*). After the deadline expires, a discussion is scheduled, which the proposer, the accused, witnesses and other interested parties are invited to attend. According to the Rules of Litigation, whose rules are implemented, the invitation should be delivered to all parties at least eight days before the discussion. At the discussion both parties are heard in front of the Ethics Board, and they may both answer the questions and have the opportunity to give a presentation of all aspects of the case that they find important. After the discussion is over, the Commission makes a decision. The Commission finalises the decision within a reasonable deadline and delivers it to the proposer and the accused. The decision is comprised of: an introduction, a statement, a justification and a recommended legal remedy (Appendix III: *Code of Ethics, Article 30*). The new law specifies that the decision must be made six months after the proposal is submitted, which is done in order to speed up the procedure and to avoid inefficiency and passivity of the decision-making body.

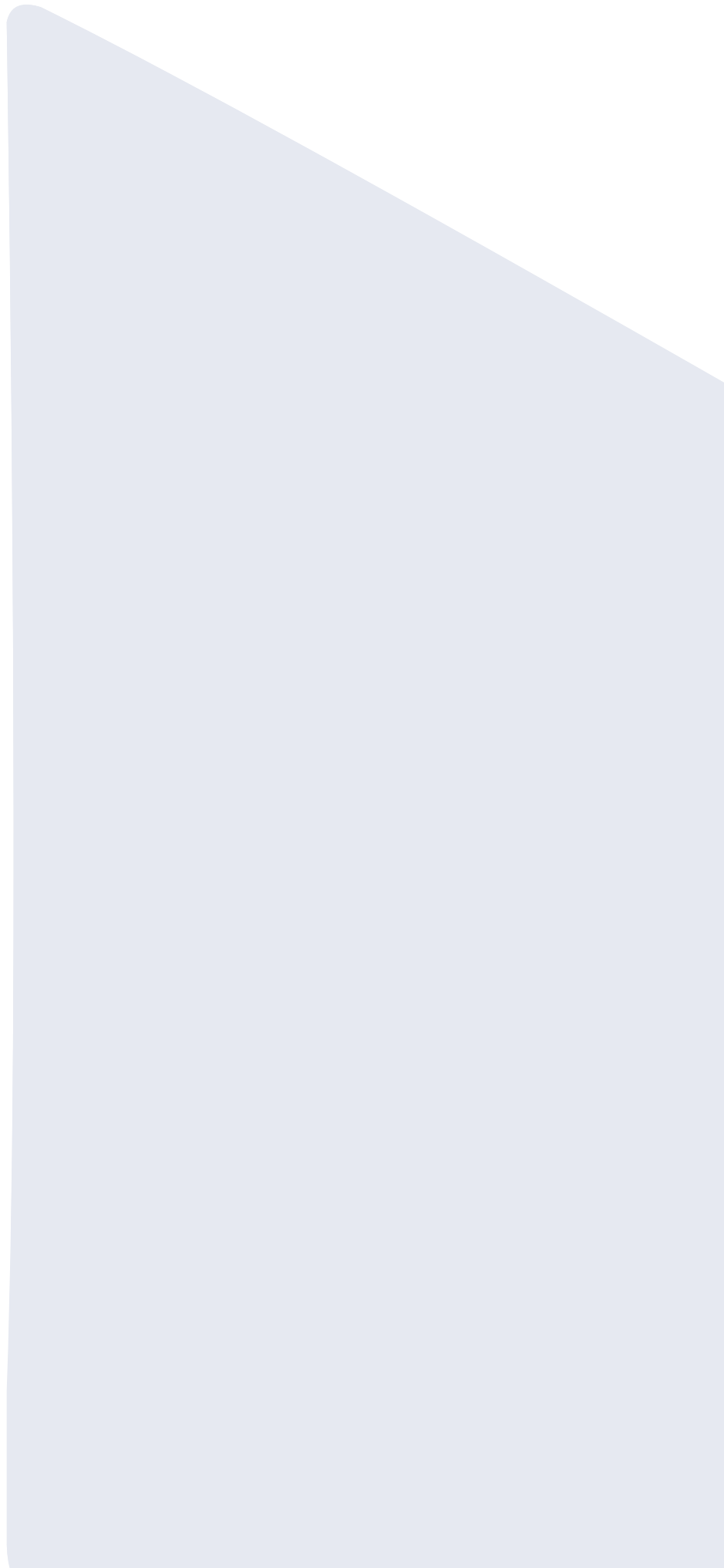
A decision is always made as a result of each proposition – this is either a decision to reject the proposal, or, after if proposal is accepted and the discussion scheduled, to either exonerate the accused or to impose one of the measures determined by the Code of Ethics.

An unwritten rule in the Board is that members of the Board whose faculties (or teaching staff/students from their faculty) are involved as a party in the process do not take part in the commissions that make decisions.

While teaching staff who are not employed at the University of Montenegro cannot take part in the commissions dealing with issues related to rhetoric, dignity of colleagues, defamation, etc., they may be involved in dealing with more serious cases, such as plagiarism, when an independent Commission is named to determine the existence of plagiarism. The procedure for the determination of the existence of plagiarism is con-

ducted by a special Commission appointed by the Senate (Appendix II: *Statute, Article 102*). The members of that Commission may be experts in the field from abroad, and, actually, there are cases where none of the members have been from Montenegro. The Commission to determine the existence of plagiarism usually consists of three members, preferably one being a specialist in plagiarism, one legal expert and one expert in the concerned field. This procedure, conducted with due respect for the rights of all the participants, is urgent, and its findings and the information gathered during the procedure are considered to be confidential until its conclusion. The Senate makes a decision based on the results of the procedure.

Dossiers are drawn up according to objective and valid findings and they are recorded and kept in the archives of the university. Some of them may be made public on demand and if the legal conditions are fulfilled (e.g. if it is not in contradiction with the regulations on the protection of personal data in the Law on Free Access to Information). The records include the name of the entity against whom the measure was imposed and the name of the institutional unit where he/she is employed, or else the studies, type of violation of the Code of Ethics, imposed measure or the outcome of the process, and the date when the decision was made (Appendix III: *Code of Ethics, Article 38*).



10. The list of sanctions

There is a list of sanctions provisioned in the Code of Ethics, which is available to employees and students alike, and also to the public through the site of the university. It is also available on other sites of the university branches, including the Student Parliament. Sanctions are: a public warning; public criticism, which is published at a session of the Senate; and public criticism which is published in the “Bulletin of the University of Montenegro” (Appendix III: *Code of Ethics, Article 11*). Written decisions are delivered to both parties, their legal representatives (if they have them) and one copy is kept in the archive of the university.

Before the investigative procedure is held, the president of the Ethics Board may decide that there are no grounds for the procedures to be continued, and that decision is also kept in the archive and delivered to all the parties involved. As mentioned in the previous chapter, changes to the Ethics Board will also introduce the possibility of mediation, which would try to find a solution without going into further investigation and discussion in front of the Commission of the Ethics Board.

The above-mentioned sanctions are implemented in cases of violation of the Code of Ethics not related to plagiarism. In regard to plagiarism, the Ethics Board will have its powers expanded with the adoption of the Law on Academic Integrity. When the law is adopted, the Ethics Board (first-instance) and the Senate (second-instance) will be able, in accordance with the findings of the ad-hoc commission of experts, to revoke the title obtained with the plagiarised work, if the existence of plagiarism is confirmed. All students will have to sign a statement confirming that their final paper, master’s dissertation or PhD thesis is their own work, and not a result of plagiarism of someone else’s work.

The Ethics Board makes annual summary reports and can also submit a report on its activities at the Rector’s or Senate’s request. These reports present, in an anonymous way, the nature and type of cases handled during the year, the possible sanctions and

the corresponding volume of cases. These reports are not published but may be given on demand to legal or physical persons if they express an interest. They are discussed in the communication between the Rectorate and the Ethics Board.

Also, the Ethics Board itself at its own meetings frequently discusses various aspects of its work and informal reports are given at every meeting to the Board members by the President of the Ethics Board.

In regard to other cases of breaches of the university's rules committed by students, there are also disciplinary measures provisioned by the Statute. Students can commit petty violations (e.g. in non-academic relations toward employees and other students, cause damage on a small scale by sheer negligence, etc.) and severe violations (e.g. the disclosure of incorrect information about the work and business of the university, taking exams and other forms of testing in a fraudulent manner, such as: taking exams on behalf of another person, engaging another person to take an exam, and so on) (Appendix III: *Statute, Article, 148*). The first-instance disciplinary organs are the Disciplinary Commission (formed in each university unit) and the Senate, while the second-instance organs are the Committee of the organisational unit of the university and the Management Board (Appendix III: *Statute, Article 150*). For the reason of a violation of duties, a student may have the following disciplinary measures imposed: a public warning, a public reprimand, exclusion from the right to pass exams, or other forms of testing, in the subjects where the violation was carried out, for the semester when the subject is attended, and exclusion from the university for a duration of two study years (Appendix III: *Statute, Article 149*).

11. Evaluative system

This is a list of measures to be taken in the near future with the aim of promoting a culture of academic integrity, to ensure that all university members are fully aware of their obligations and to foster the integrity of the academic institution:

By the end of the 2018/2019 academic year, the Ethics Board will adopt a new version of the Code of Ethics which needs to be in accordance with the Law on Academic Integrity. By the end of the 2018/2019 academic year, the Senate of the University of Montenegro will adopt new Rules of Study at the Undergraduate Level, Rules of Study at the Postgraduate Level and Rules of Doctoral Studies. These documents will be revised so that issues of academic integrity become more prominent in them. These changes will be made with the aim of raising students' awareness where good academic practices are concerned and of informing them of their duty to meet their obligations in a fair and ethical way and with academic excellence. Additionally, the goal will be for all postgraduate students of the University of Montenegro to have at least four classes on the topic of academic integrity (with a special focus on plagiarism) and academic writing rules. These classes will be part of the subject Methodology of Scientific Research, at both the master's and doctoral study levels. Academic staff who teach those subjects at both levels will direct the students' attention to this important issue, so that they become fully aware of the need to respect good academic practices. As of the 2019/2020 academic year, all first-year students of the University of Montenegro will be obliged to attend an online course on academic integrity at the beginning of the academic year.

The University of Montenegro will continue to encourage academic integrity in every aspect of teaching and research. In this sense, the university will provide continuous training for all members of the academic community and it will also follow trends concerning the issue.

A graphical overview of the future activities is presented in Appendix X.

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Appendix II: **Statute of the University of Montenegro**

Appendix III: **Code of Ethics**

Appendix IV: **Rules of Doctoral Studies**

Appendix V: **Role and responsibilities of academic integrity officers**

Appendix VI: **Events on academic integrity**

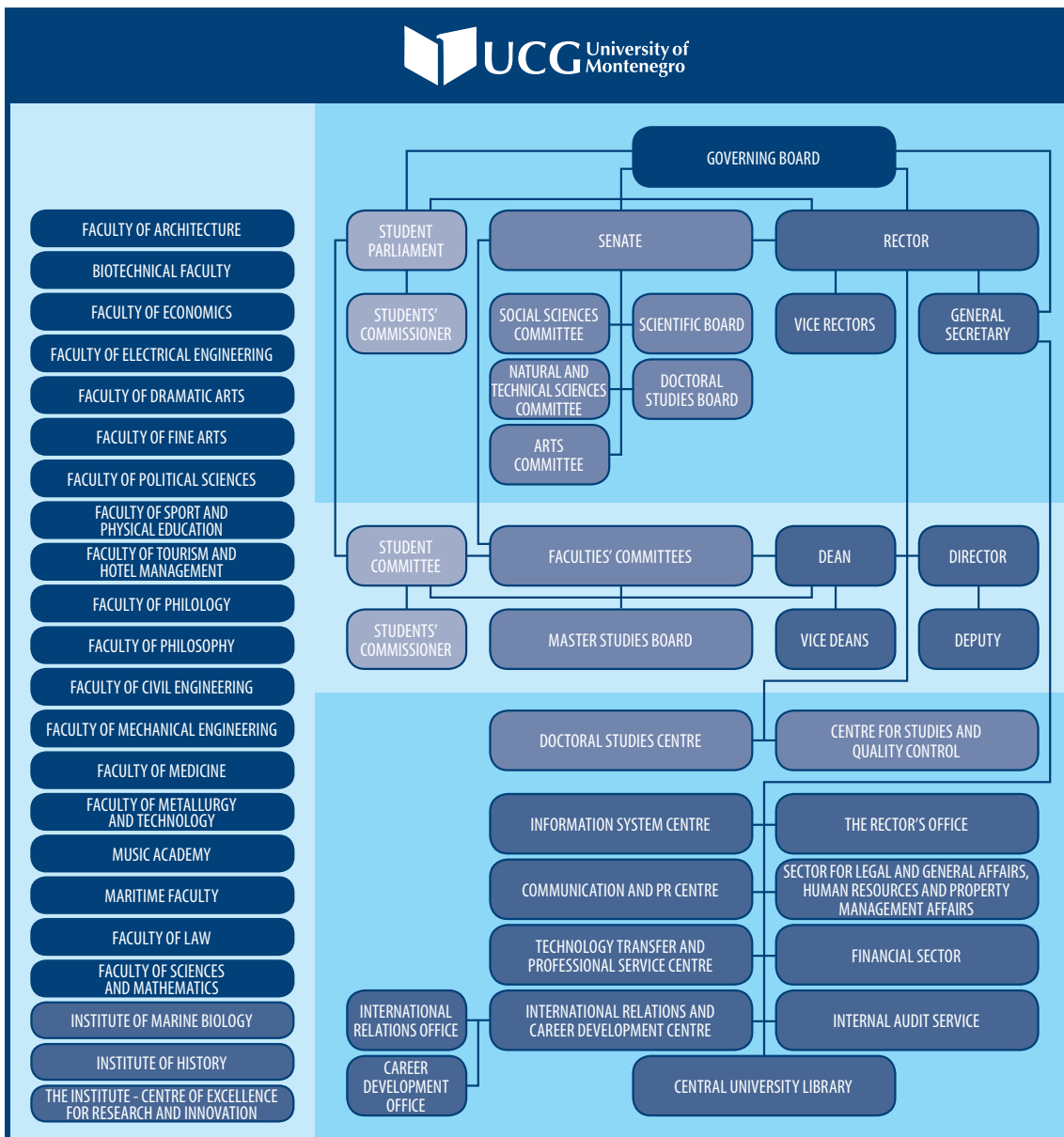
Appendix VII: **Rules of Study at the Undergraduate Level**

Appendix VIII: **Rules of Study at the Postgraduate Level**

Appendix IX: **Promotional material**

Appendix X: **Graphical overview of future activities**

Appendix I: Chart and structure



- FACULTY OF ARCHITECTURE
- BIOTECHNICAL FACULTY
- FACULTY OF ECONOMICS
- FACULTY OF ELECTRICAL ENGINEERING
- FACULTY OF DRAMATIC ARTS
- FACULTY OF FINE ARTS
- FACULTY OF POLITICAL SCIENCES
- FACULTY OF SPORT AND PHYSICAL EDUCATION
- FACULTY OF TOURISM AND HOTEL MANAGEMENT
- FACULTY OF PHILOLOGY
- FACULTY OF PHILOSOPHY
- FACULTY OF CIVIL ENGINEERING
- FACULTY OF MECHANICAL ENGINEERING
- FACULTY OF MEDICINE
- FACULTY OF METALLURGY AND TECHNOLOGY
- MUSIC ACADEMY
- MARITIME FACULTY
- FACULTY OF LAW
- FACULTY OF SCIENCES AND MATHEMATICS
- INSTITUTE OF MARINE BIOLOGY
- INSTITUTE OF HISTORY
- THE INSTITUTE - CENTRE OF EXCELLENCE FOR RESEARCH AND INNOVATION

Appendix IV: **Role and responsibilities of academic integrity officers**

- Affirm the importance of academic integrity;
- Promote the principles of academic integrity among the academic community;
- Provide training on academic integrity for the academic community;
- Foster academic integrity through teaching and learning;
- Clarify expectations for students;
- Reduce opportunities to engage in academic dishonesty;
- Report academic dishonesty and negligence;
- Combat academic dishonesty;
- Provide reports on academic integrity activities to the relevant university bodies.

Appendix VI: Events on academic integrity

February 2018: Sanja Pekovic, of the Centre for Studies and Quality Control, participated in the second plenary meeting of the Council of Europe's Platform on Ethics, Transparency and Integrity in Education (ETINED) in Strasbourg.

March 2018: Study visit by representatives of the University of Montenegro to higher education institutions in Geneva. The purpose of the visit was an introduction to international experience in the field of strengthening academic integrity and combating corruption in higher education. The visit was organised within the framework of the Council of Europe's project *Horizontal Facility for the Western Balkans and Turkey*.

May 2018: Seminar on acting in cases of non-academic and non-ethical behaviour by students, which was part of the above-mentioned project. One of the topics was *Preventing Plagiarism and Developing a Culture of Academic Integrity among the Student Population*. Participants came to the conclusion that many students do not recognise what constitutes plagiarism and that it is necessary to educate and teach them, especially on how to cite and use others' work. Students of undergraduate, postgraduate and doctoral studies took part in this seminar.

May 2018: Representatives of the University of Montenegro attended the Fourth International Conference *Plagiarism across Europe and Beyond*, held in Ephesus, Turkey, from 9 to 11 May.

June 2018: A seminar entitled *The Role of Quality Insurance in Strengthening Academic Integrity* was held in Kolašin on 27 and 28 June. About 35 representatives of the academic staff, administrative staff and students participated in the seminar. It was part of the programme *Strengthen Integrity and Combat Corruption in Higher Education*. Financial support was provided by the Council of Europe and the European Commission.

July 2018: The Rector of the University of Montenegro, Professor Danilo Nikolić, opened a three-day training event entitled *Initial Training and Framework Preparation for Certification*. The course was organised for university representatives who will take part in the process of certification. It was led by lecturers from the prestigious International Institute for Research and Action on Academic Fraud and Plagiarism. Just like the other training events and seminars, this was also part of the Council of Europe's regional programme *Horizontal Facility for the Western Balkans and Turkey*.

September 2018: Seminar in Skopje – *Ethics and Integrity in Higher Education*.

October 2018: Seminar in Podgorica – *Ethical Principles in Higher Education*.

December 2018: Participation by the UoM's representatives at the plenary meeting of the Council of Europe's Platform on Ethics, Transparency and Integrity in Education (ETINED) in Strasbourg.

December 2018: Seminar in Budva – *Strengthening Integrity and Combating Corruption in Higher Education*, attended by around 30 representatives from the University of Montenegro (Academic Integrity Officers).

Appendix IX: Promotional material

SOFTVERI ZA UTVRĐIVANJE PLAGIJARIZMA

U cilju prevencije neadekvatnog akademskog ponašanja studenti osnovnih studija se u okviru nastavnih predmeta edukuju o kodeksu akademskog poštenja, a studenti postdiplomskih studija pravila akademskog pisanja savladaju na predmetu Metodologija naučnih istraživanja. Osim toga, Univerzitet Crne Gore koristi softvere za provjeru diplomskih, master i doktorskih radova, kao i ostalih univerzitetskih publikacija. Ovi softveri mogu da detektuju nedozvoljena podudaranja provjeravanog sa drugim tekstovima. Naravno, najbolja zaštita od nepravilnosti koje se upada prikazivanjem tuđih tekstova kao svojih je:

- pravilno postavljanje istraživačkih zadataka i sagledavanje različitih aspekata
- izbor relevantnih izvora
- jasno razgraničavanje svog autorskog doprinosa od postojećih naučnih doprinosa (uz sistematično i precizno navođenje referenci)

SANKCIJE


Nepoštovanje pravila akademskog integriteta i pribjegavanje plagijarizmu može dovesti studenta u niz neprijatnih situacija, kao što su:

- usmena i javna opomena
- smanjenje ocjene
- zabrana polaganja ispita na određeno vrijeme
- isključenje

Poštovanje dobrih akademskih praksi podrazumijeva i uvažavanje različitih mišljenja, političkih uvjerenja, religioznih pogleda, etničke, rasne i polne pripadnosti, kao i seksualne opredijeljenosti. Svi oblici diskriminativnog i nepotističkog ponašanja, kao i seksualnog uznemiravanja smatraju se grubim kršenjem akademske etikete.



Slijedeći sistem smjernica akademskog integriteta, doprinosimo jačanju izvrsnosti na Univerzitetu Crne Gore i osjećaju pripadnosti ozbiljnoj i prosperitetnoj zajednici.


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AKADEMSKI INTEGRITET

Akademski integritet podrazumijeva etički kodeks u skladu sa kojim se ponašaju pripadnici akademske zajednice. Njegovi temeljni stubovi su čast, poštenje i odgovornost. Poštovanje određenih pravila i moralnih normi odnosi se na sve članove akademske zajednice: na profesore, studente i administrativno osoblje. Poseban značaj ima istraživačka etika.

ODGOVORNOST AKADEMSKOG OSOBLJA

- Doprinos intelektualnom razvoju studenata i prenos najvišeg nivoa naučnih saznanja.
- Poštovanje dostojanstva studenata.
- Objektivan, pouzdan i ujednačen sistem provjere rada i ocjenjivanja studenata.
- Njegovanje kolegijalnih odnosa zasnovanih na međusobnom uvažavanju, kulturi komunikacije i poštovanju ljudskog dostojanstva.
- Njegovanje kulture argumentovanog dijaloga u naučnim radovima i javnom djelovanju.
- Garantovanje izvornosti (originalnosti) objavljenih naučnih radova i umjetničkih djela, uz tačno i pošteno prikazivanje i navođenje informacija o porijeklu ideja i navoda koji se u radu koriste.
- Poštovanje prava intelektualne svojine.

ODGOVORNOST STUDENATA

- Poštovanje dostojanstva akademskog i drugog osoblja.
- Poštovanje prava, obaveza i akademskog integriteta drugih studenata.
- Pošteno i etično ispunjavanje svojih obaveza u cilju akademske izvrsnosti.
- Uzdržavanje od prepisivanja i korišćenja nedopuštenih pomagala na ispitima i drugih vidova prevare.
- Poštovanje dobrih akademskih običaja.

ODGOVORNOST ZAPOSLENIH

- Očuvanje integriteta i dostojanstva akademske institucije.
- Savjestan, pošten i posvećen rad u najboljem interesu institucije.
- Uzdržavanje od svih oblika nečasnog uticaja na kršenje stručnih kriterijuma i standarda.
- Njegovanje argumentovane rasprave, tolerancije i poštenog traganja za najboljim rješenjima.
- Kontinuirano usavršavanje i unapređenje kvaliteta sopstvenog znanja i stručnosti.

KREIRAJ. NE PLAGIRAJ.

PLAGIJARIZAM

Jedan od ključnih postulata akademskog integriteta je izbjegavanje prevare i plagiranja koji mogu biti svjesni, ali i nesvjesni. Usljed kratkih rokova, pritiska okoline ili želje da prioritet u korištenju svog vremena daju zabavi a ne učenju, studenti prijevaguju naizgled lakšem putu, koji ih može dovesti u ozbiljne probleme. Nesvjesno ili nenamjerno plagiranje obično se dešava zbog nepoznavanja standarda akademskog pisanja. U doba globalizacije i digitalizacije olakšan je pristup raznim elektronskim izvorima, podacima, naučnim radovima, istraživanjima, knjigama i tekstovima. Prilikom korišćenja elektronskih medija, treba koristiti provjerene izvore (nikako anonimne studentske ili druge radove sumnjivog kvaliteta) uz pravilno navođenje citiranih ili parafraziranih djelova. U tom smislu, student svoju akademsku zrelost iskazuje kroz poznavanje metodologije pisanja akademskog rada. Od njega se očekuje da se neće služiti nečasnim sredstvima i prevarom u cilju dobijanja ocjene koja nije odraz njegovog istinskog znanja, a isto tako, i da u izradi seminarskih i svih drugih vrsta studentskih radova neće posezati za radnjama koje se smatraju nečasnim i koje nisu dozvoljene.

Npr.:

- da neće od drugih osoba kupovati urađene radove ili preuzimati kao svoje studentske i druge radove iz raznih elektronskih izvora i baza
- da neće bez navođenja preuzimati ili kopirati tuđi tekst, tabele, grafikone i ostalu statistiku
- da neće netačno prezentovati podatke
- da neće pisati radove u tuđe ime
- da neće na nedozvoljen način pribavljati testove



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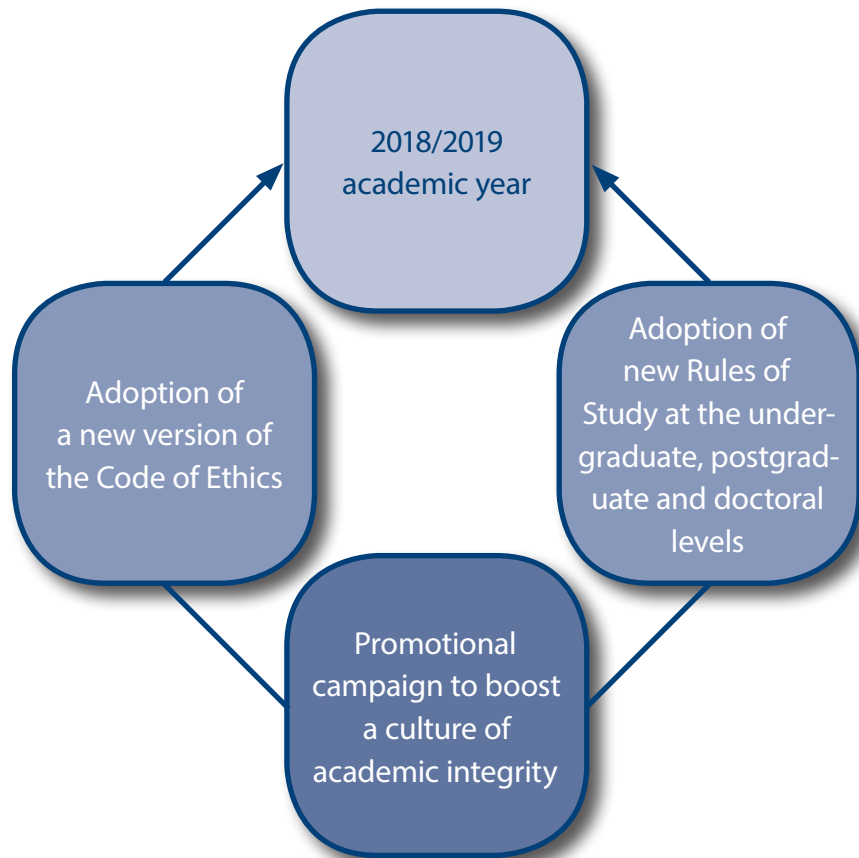
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Appendix X: **Graphical overview of future activities**

Step 1



Step 2

