



Regulations on Academic Integrity at the ZHAW

The Executive Board determines, based on:

- [Art. 6 and Art. 12 of the Federal Act on the Promotion of Research and Innovation \(RIPA\) of 14 December 2012](#)
- [Code of conduct for scientific integrity of the Swiss Academies of Arts and Sciences](#)

1. General

1.1 Object

These regulations govern compliance with academic integrity at the ZHAW as well as the handling of academic misconduct.

1.2 Scope

These regulations apply to all staff, students and continuing education participants at the ZHAW.

They cover all activities undertaken by staff, students and continuing education participants at the ZHAW, whether carried out in their own name or in the name of the ZHAW, that serve to generate, disseminate or promote knowledge. In particular, these regulations are applicable to the creation of academic work, including research reports, articles in academic or practice-oriented publications, monographs, edited volumes and course materials (scripts, case studies, slides, etc.). They do not cover purely administrative documents or advertising materials.

2. Regulation of academic integrity at the ZHAW

The staff, students and continuing education participants of the ZHAW are required to act in accordance with the rules of good academic practice. The ZHAW promotes good academic practice. The Code of conduct for scientific integrity of the Swiss Academies of Arts and Sciences (hereinafter referred to as the "Code") is applicable at the ZHAW. Under this Code, academic integrity is based on the following basic principles: reliability, honesty, respect and responsibility. The Code is an integral component of these regulations.

3. Promotion of good academic practice

3.1 Prevention

The ZHAW has a prevention body that works to promote good academic practice. This body comprises one representative from each of the university's Schools (see "[Contact persons for academic integrity at the ZHAW](#)"). The prevention body promotes good academic practice through events as well as the provision of information material and advisory services.

3.2 Advice

The advisory body is the first point of contact for dealing with issues concerning academic integrity. The members of the advisory body are the same as those of the prevention body (see "[Contact persons for academic integrity at the ZHAW](#)"). Advice is provided by a member of the advisory body with the aim of identifying possible courses of action.



4. Procedure upon suspicion of academic misconduct

In the event of suspected violations of academic integrity, the ZHAW observes the recommendations provided in the Code of conduct for scientific integrity of the Swiss Academies of Arts and Sciences. In addition, the following provisions apply with respect to organisational matters and the procedure followed.

Breaches of academic integrity may also violate legal provisions. Any (legal) proceedings must be coordinated with the academic misconduct proceedings to the greatest extent possible.

4.1 Arbitration

The arbitration body is made up of a maximum of four members, who may also be members of the advisory body (see "[Contact persons for academic integrity at the ZHAW](#)"). Arbitration can be initiated with a member of the arbitration body by one or more parties involved. The arbitration is conducted by a member of the arbitration body who does not belong to the same School as the parties involved. Arbitration only takes place if all parties involved agree to arbitration. The arbitrator conducts arbitration talks with the relevant individuals, where necessary with the involvement of neutral experts. Outside of these talks, the arbitrator carries out at most a minimal clarification of the pertinent issues (especially with respect to contextual information, for example on practices in the discipline in question).

If no agreement is reached within a reasonable period of time, the parties involved can request that formal proceedings be opened by the investigation body. If the suspicion of a gross violation of academic integrity is substantiated, the arbitrator themselves can also request an investigation.

4.2 Investigation

The ZHAW can carry out an investigation on its own initiative or on request if there is a suspicion of a violation of academic integrity. The President decides on the initiation of an investigation. An investigation can be initiated irrespective of whether advice has been provided and/or arbitration has taken place in advance. The President appoints the external integrity officer (see "[Contact persons for academic integrity at the ZHAW](#)") and decides whether the complexity and/or severity of the suspicion necessitates the formation of an investigation committee by an external integrity officer.

The external integrity officer determines the number of members of the investigation committee. Contact persons from the advisory and arbitration body who have already been involved in the provision of advice or arbitration talks relating to the case may not participate. The investigation committee may also include suitable external experts with adequate research experience. The external integrity officer chairs the committee and heads the proceedings.

In particular, the investigation body makes the necessary enquiries and determines whether a case of academic misconduct exists. It also provides a recommendation to the decision-making body. The investigation is documented.

4.3 Decision

The decision-making body is the President.

They make their decision on the basis of the recommendation provided by the investigation body. In the event of misconduct, the President determines any sanctions to be imposed. In cases in which no misconduct has been established, the President decides – contrary to the



Code – on the discontinuation of the proceedings. The President informs the parties involved accordingly.

4.4 Appeal

The appeals body is the Appeals Commission of the Universities of the Canton of Zurich.

5. Coordination

The work of the various bodies is coordinated by the academic integrity coordinator (hereinafter referred to as the "AIC"). The AIC organises regular exchanges within the bodies. Furthermore, the AIC provides administrative support during the proceedings, coordinates the handover to the investigation body, ensures that matters are documented, supports the implementation of any recommendations and sanctions, and assists the bodies in other matters.

6. Final provisions

These regulations come into effect on 14 December 2023 and replace the regulations of 10 March 2022.



7. Policy information

Disclaimer

This is a non-binding, unofficial translation of the original German version "[Z-RE-Reglement Wissenschaftliche Integrität ZHAW](#)". While it was prepared with all due care, the Zurich University of Applied Sciences takes no responsibility for any remaining omissions and/or errors. The legally binding document is the original German version, which shall prevail in any case of doubt or differences of interpretation.

Please note that English is not an official language of the Swiss Confederation or the Canton of Zurich. This document is provided for information purposes only and has no legal force.

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1.1.1	-	-	-	Formal and editorial corrections, conversion to BPM archive; 31/08/2013
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2.0.0	10/03/2022	Executive Board	10/03/2022	Review of existing content with respect to how up to date the information is; replacement of existing document of the Swiss Academies of Arts and Sciences by the new code of conduct as a reference document; inclusion in the regulations of the new ZHAW-wide bodies upon suspicion of academic misconduct.
2.0.1	-	-	-	Link to English translation added, 09/05/2022
3.0.0	14/12/2023	Executive Board	14/12/2023	Clarification of the roles of the bodies added as well as information on questions of detail, prevention and the role of the academic integrity coordinator.