

# AQU CATALUNYA PROTOCOL FOR ACTION IN THE EVENT OF FRAUD IN TEACHING STAFF ASSESSMENT PROCESSES

## Introduction

Individuals who submit applications to the Agency's assessment processes need to give a declaration, signing the following stipulation in the "Application" document: "The undersigned individual declares that the information stated and all the data in the documentation provided with the application is true and exact, and he or she accepts all liability stemming from inaccuracies in said information. Failing to disclose full veracity will result in the application being rendered null and void for all pertinent purposes."

When the assessment committee identifies inaccuracies in the information provided by an applicant it will initiate the actions set out in this protocol, ensuring the law is observed when it comes to safeguarding the rights of the individuals under assessment.

## Minor inaccuracies

### Definition

Minor inaccuracies are those affecting documentary or similar conditions that must be met for the merit to be assessed. These include such areas as the following:

- Declaring articles as pending publication when they have not been sent to the publishing house.
- Declaring articles as having been accepted when they do not meet this circumstance.
- Including articles in the respective section for which the applicant is not the author, even if the applicant appears in the acknowledgments section.

### Protocol for action

In such cases, the applicant will be notified that inaccuracies have been identified so that said individual may submit any declarations deemed pertinent. Once examined, the assessment result report or a specific report will be issued notifying the individual as to the resolution regarding the inaccuracies. If a lack of veracity in the information is observed, the serious inaccuracy protocol will apply.

## Serious inaccuracies or fraud

### Definition

Serious inaccuracies or fraud refer to false attributions of merit that the applicant does not possess. These include the following:

- False attribution of authorship or joint authorship of articles
- False attribution of artistic or architectural works
- False attribution of participation in projects
- Misappropriation or theft of merits pertaining to other individuals
- Submission of counterfeit documents

### Protocol for action

In such cases, the applicant will be notified that serious inaccuracies have been identified and a hearing period will be opened during which the individual may submit declarations (in person or in writing). At the end of the hearing period, the application for assessment will or will not be rejected.

At the same time, once it has been verified that the applicant has committed fraud, AQU Catalunya will initiate the actions envisaged in current legislation with the following intentions:

- To initiate the procedure for cancelling any AQU Catalunya administrative procedures ordered on the basis of false statements.
- To bar the applicant from being entitled to submit a new assessment application for a period of two years.
- To bring the incident to the attention of other institutions or organisations.

In the most serious cases, such as the misappropriation or theft of merits pertaining to other individuals or the submission of counterfeit documents, AQU Catalunya will bring the pertinent criminal actions.

#### Created by:

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#### Updated by:

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