

REGULATIONS REGARDING ORDER, CALAMITIES AND FRAUD AND PLAGIARISM BMS 2021-2022

Regulations and procedure regarding fraud and plagiarism

Scientific integrity is one of the key values for academic professionals and students. Violation of this scientific integrity (scientific misconduct) detracts from the contribution of science to society. As a member of the scientific community, you as student have to embrace and respect these important values. Scientific misconduct includes actions or negligence that detracts from the scientific integrity of the university, but also of the individual student and teacher.

A test or exam is intended to assess your knowledge, insight or skills (Article 7.10 of the WHW).

The Examination Board of each educational programme drafts its own rules on cheating/fraud, which may include additional provisions. In these rules, it is also specified what action will be taken in cases of (suspected) cheating/fraud. In all cases, the Examination Board will decide whether cheating/fraud has occurred.

Cheating/fraud refers to any action or negligence on the part of a student that precludes an accurate assessment of the student's knowledge, understanding and skills.

In any event, the following situations are concerned cases of cheating/fraud:

1. During a test or exam, the student uses (any form of) assistance, resources or devices (electronic or technological) other than the ones whose use the examiner or supervisor has permitted prior to the start of the study unit and/or exam or test, or whose use the student knew or ought to have known was not permitted;
2. The student behaves in a manner that before the start of the study unit and/or exam or test was indicated by the examiner or supervisor to be fraudulent, or that the student knew or ought to have known was not permitted. This includes, but is not limited to, situations in which the student:
 - a. procures or receives copies of a test or exam before the test or exam takes place;
 - b. cheats, whether or not by:
 - using cheat sheets; (*Possessing or accessing unapproved resources is considered attempted fraud*)
 - copying the work of others during the test or exam;
 - allowing others to copy work during the test or exam;
 - sending or receiving (text) messages or photographs;
 - c. communicates (in person or with the aid of electronic or other devices) with someone other than the examiner or supervisor during the test or exam before the work is handed in
 - d. has sources at their disposal that are not allowed, e.g. a mobile phone or a smartphone, with which access can be gained to unpermitted resources;
 - e. uses writing paper other than that provided by the UT for a test or exam, unless this has been expressly permitted;
 - f. visits the bathroom without permission;
 - g. engages in identity fraud, such as pretending to be someone else or being represented by someone else, or allowing someone else to impersonate them during a test or examination
3. The student engages in other kinds of cheating/fraud, such as:
 - a. manipulating research data in (group) assignments;
 - b. falsifying data (for example, by filling in questionnaires or answering interview questions oneself);
 - c. 'free-riding': i.e. not or hardly contributing to a group assignment.
4. **Plagiarism** is a particular kind of cheating/fraud, which occurs when the student uses someone else's work or previous work of their own, without correct referencing. This includes, but is not limited to:
 - a. copying or using (parts of) other people's work (original terms, ideas, results or conclusions, illustrations, prototypes) and presenting it as one's own work; in addition using parts of another text (printed or digital) without referencing (also if minor changes have been made), is considered to be plagiarism;
 - b. using visual and/or audio materials, test results, designs, software and program codes without referencing, and presenting that as one's own original work;
 - c. using verbatim citations without clear referencing or without a clear indication of quotation (e.g., by omitting quotation marks, indentation, empty lines, etc.) and thereby creating the false impression that (part of) these citations is/are one's own original work;
 - d. referring to literature that one has not read oneself (e.g. using references taken from someone else's work);

- e. using texts that have been written in collaboration with others without explicitly mentioning this to be the case or *having others – paid or unpaid – write texts for you (ghost writing and/or contract cheating)*;
 - f. submitting work that has already been published in whole or in part elsewhere (e.g. work from other courses or educational programmes), without references to the original work.
5. *Tort/unlawful act*;
6. *Forgery*;
7. *All other forms of academic offences than those mentioned under 1 to 6 above, to be determined by the examination board.*

The examination board of each educational programme drafts its own rules on academic misconduct, which may include additional provisions. It will also set out what action will be taken in cases of (suspected) academic misconduct. In all cases, the examination board will decide whether academic misconduct has occurred.

Procedure

If an examiner or invigilator has a motivated suspicion of fraud *before*, during or after an exam (test), the examiner/invigilator makes a note of this on the student's exam (test) *The examiner also notes the circumstances surrounding the irregularity and fills out the Notification of fraud form.*

The examiner/invigilator has the right to confiscate devices and other resources the use of which is not permitted during an exam (test).

The student has the right to finish the exam (test).

The examiner/invigilator reports the suspicion of fraud in writing (per Notification of fraud) to the student and to the Examination Board. This rule also applies in case of a suspicion of fraud in a (part of a) study unit, such as an assignment, presentation or essay.

This written report should at least contain the following information (mail to [examination board BMS](#)):

- a. Name of the student involved including student number
- b. Study unit name and 'course code'. If necessary, also mention the specific component/part of the study unit in which the fraud was detected
- c. Written information on the suspected fraud detected and/or what conduct or misconduct occurred during the exam
- d. Additional information (evidence from plagiarism software)

The examiner should notify the student involved of the suspected fraud. The assessment of the assignment/exam needs to be put on hold.

Subsequently, the Examination Board will proceed as follows:

- 1. The Examination Board will investigate the notification and will hear the examiner as well as the student(s) involved; students will be given the opportunity to share information and are obliged to answer any question from or supply requested information to the examination board, to enable the examination board to come to a well-informed decision.
- 2. The Examination Board will determine whether fraud has occurred and if measures or sanctions will be taken.
- 3. The Examination Board will inform the student involved of its decision in writing.

Measures or penalties

The Examination Board decides about the penalty the student will receive if fraud is actually determined.

The Examination Board may give the student a warning or exclude a student who commits an academic offence from sitting the exam, test or other part of a study unit involved. In extreme cases or repeated fraud, the student can be excluded from the exam up to a maximum of one (1) year.

If a student commits fraud repeatedly, the Examination Board may exclude a student from sitting all programme exams and tests up to a maximum of one (1) year. A student is not allowed to replace the study unit in which the academic offence occurred with another study unit while the penalty is in force.

If a student commits serious (repeated) fraud, the Examination Board may lodge a request with the Executive Board to end the student's enrolment in the programme at the University, with effect from the month following the month the final judgment was made known to the student.

There is a fraud register BMS, in which warnings and sanctions can be registered, if the Examination Board so decides, depending on the seriousness of the case.

For the right to appeal against a decision taken, based on these regulations, art. 8.6 BSc and MSc EER will apply.

In the event that the examiner has objective grounds to seriously question the reliability of an (off-campus) test, the examiner may invalidate the test as a whole, or the test results for all or a group of students, after consulting the responsible Examination Board. In the event that the Examination Board has objective grounds to question the reliability of a test, it may request the examiner to invalidate the test as a whole, or the test results for all or a group of students.

Information to third parties

In principle all information regarding penalties imposed on students for fraud remains with the examination board and is shared only with the programme where the student is enrolled. There is, however, an exception:

- In the event that an examination board penalises a student that is not enrolled in the relevant programme, or in the faculty BMS, the Examination Board will notify the Examination Board of the programme or faculty where the student is enrolled of the penalty imposed and the reasons to do so. The student will be informed of such notification.

Rules of order for testing

This article describes the rules and procedures to be followed for tests. It applies to tests in study programmes of which the examination board has adopted these rules as part of their Rules & Guidelines. The article starts with general rules of order, followed by any specific rules applicable to digital on-campus or remote testing. Depending on the nature of a test, additional rules may be set. These will be stated on the cover sheet of the test in question.

Terminology

A *test* is the actual set of questions and assignments that students have to answer and perform. The examination refers to the process in which they do so.

An *examiner* is the person responsible for setting the test and (afterwards) for assessing the results. In contrast, an *invigilator* is a person supervising the examination. They may be one and the same person.

General rules applicable to testing

All students are expected to be familiar with specific behaviour related to academic standards and values, scientific integrity and other specific rules that have been explained to them prior to a study unit or exam (test). If students behave inappropriately compared to these behavioural rules during the course of a study unit or during an exam (test), this will be considered attempted fraud and will be reported to the examination board.

1. During the examination students may only have access to resources (e.g., books, notes, devices, websites, hard/software) that are explicitly approved by the examiner. Possessing or accessing unapproved resources is considered attempted fraud.
2. During the examination students are not allowed to communicate (e.g., verbal, non-verbal, digital) with others aside from the examiner/invigilator. Any violation of this will be considered attempted fraud.
3. During the examination students are not allowed to copy, share and/or spread the exam questions, answers or related information in any form. The examiner/invigilator has the right to check this. Any violation of this will be considered attempted fraud.
4. In case of attempted fraud (e.g. points 1-3) the student may finish the exam and the Examination Board will be informed afterwards.

5. The examination officially starts and ends at the instigation of the examiner/invigilator. When the end is announced, all students should stop writing. Students should follow the procedure for handing in their results as announced by the examiner/invigilator.
6. Students should follow any additional rules and procedures announced by the invigilator. Any failure to do so will be reported to the Examination Board.

Additional rules applicable to written (on-campus) testing

1. Students may enter the room 15 minutes prior to the start¹ of the examination, and will be admitted until 30 minutes after the start.
2. Students may not leave during the first 30 minutes and the last 15 minutes of the official period of examination.
3. Students who did not enrol may only take part if there are enough seats and test copies available. Enrolled students have precedence. To make sure enough copies/seats for enrolled students are available the examiner/invigilator may ask unenrolled students to wait for 30 minutes after the start before they receive an exam/seat.
4. The student ID card² should be placed visibly on the table throughout the exam and presented to the examiner/invigilator upon a request for identification.
5. Restroom visits are not permitted during the first 60 minutes and last 30 minutes of the examination. Outside of this timeframe, restroom visits can only take place after consultation with the examiner/invigilator. Only one person at a time can be allowed to visit the restroom. Where necessary and feasible,³ an examiner/invigilator will accompany the student to the restroom.
6. Before the start of the examination students should place bags and/or coats in the designated area. Whenever possible, unapproved resources (e.g., mobile phones, smart watches, wearables, notes) must be placed in the bags and switched off.

Handing in the exam

- Students must hand in their exam form personally to the examiner/invigilator and sign off on the attendance list, if indicated. If the ID has not been checked during the exam, the student must show it to the examiner/invigilator before leaving the exam room.

Additional rules for digital remote testing

1. Electronic remote examination starts and ends automatically.
2. Remote exams are subject to the guidelines issued by the examination boards.
3. Online proctored exams are subject to the [UT General Guidelines and Privacy Statement](#).
4. In case of a suspicion of fraud, teachers may decide to invite the student for an oral exam or additional tasks. The examiner must inform the examination board per [Notification of Fraud form](#) if the suspicion of fraud has not been removed.

Handing in the exam

Before closing, students must take a selfie-screenshot of the final screen of their exam and store it. In case of calamities, this is the proof of having taken the exam.

¹ In general start time and end time refer to the official start time and end time of the examination as listed on the cover sheet. All rules apply to both electronic and non-electronic exams.

² Failing that, a certified ID is also allowed. This applies to students who forgot their student card or (in rare cases) do not yet have one. A certified ID is a passport, driver's license, or any other official proof of identity that bears both the student's name and a photograph.

³ Accompanying students to the bathroom may not be necessary, as in Therm where restrooms are not accessible from anywhere but the examination room, and it may not be feasible, as in cases where there is only a single examiner/invigilator.

Regulations in case of calamities during written tests

Authorisations and responsibilities

Several people are involved in digital tests and responsible in the event of a calamity. Their role and responsibility are set out below:

Examiner: the examiner is responsible for the procedure of testing, the content of the test, the interpretation of test results and the publication and archiving of test results. The examiner is therefore responsible at all times for the content and course of the test. The examiner is therefore present during (the start of) the test-taking and decides on any changes to the test-taking, such as postponement, termination of the test and alternative test-taking.

E-invigilator: a student-assistant who ensures (under the responsibility of the exam coordinator) that the facilities are present at the test location and are cleaned up afterwards. This involves placing Chromebooks in the room and storing them again after the test. During the test they are the first-line assistance for log-in and technical problems.

Supervisor: responsible for the orderly conduct of the test and for preventing fraud. The supervisor gives the start signal for the test in the room and also the signal for the end of the test. The supervisor is responsible for the implementation of the student seating plan as specified by the examination office. The examiner can appoint one or more invigilators who can take over this task from him. The exam office can supply invigilators on request. During the test students must be able to identify themselves with their student card with the invigilator.

Exam coordinator: responsible for the smooth running of the digital test. The exam coordinator is responsible for ensuring that the keys are ready on the computers, that the key's home screen is visible and that the key has started in secure mode. The exam coordinator is supported by technical and functional management. In the event of technical malfunctions and calamities, the exam coordinator is the first point of contact and is in contact with the examiner.

Rules of order in the event of calamities on campus

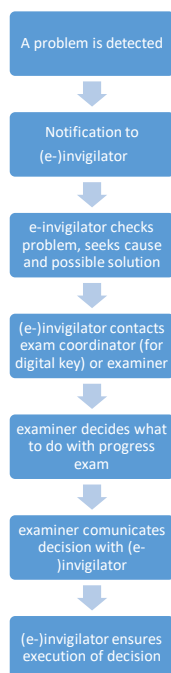
1. If a calamity occurs or is about to occur shortly before the start of an exam (test) or during an exam (test), both examiner and invigilator are authorised to act as specified in these regulations. All students have to follow the instructions of the examiner/invigilator.
2. If a calamity occurs or is about to occur shortly before the start of an exam (test), the following procedure applies. The exam (test) will be postponed immediately. The examiner will set a new exam (test) date, in consultation with the programme director.
3. This new exam (test) date is binding. The new exam (test) has to take place within one month of the initial exam (test) (excluding holidays). The new exam (test) date will be published within three working days after the calamity and in accordance with the regular procedures.
4. If a calamity occurs or is about to occur during an exam (test), the following actions, if possible, have to be taken:
 - a. All exam (test) papers (cover sheet and such) are filled out completely at the start of the exam (test), with the student's name, student number and signature.
 - b. All those present follow the instructions of the responsible authority, and/or of the examiner/invigilator and leave the exam room immediately upon their order.
 - c. Students leave their exam (test) and all other papers on the table in the examination room.
 - d. If students already started making their exam (test), the examiner determines, if this is reasonably possible, the result based on the partly made exam (test).
5. If the examiner cannot determine the result as specified in article 4d, the examiner will set a new exam (test) date, in consultation with the programme director. The new exam (test) has to take place within one month of the initial exam (test) (excluding holidays) and is open for all students who registered for the initial exam (test).
6. Regulations in case of a calamity apply in case of any official alarm signal.

Rules of order in the event of remote testing (off campus)

In case of malfunctioning equipment, connections or other sudden changes in circumstances which prevent the student from proceeding with the exam, the student must notify the examiner immediately by e-mail or regular phone. The student must

take pictures or screenshots as proof of the failure. If this is not possible, the student must record the details of what happened and notify the examiner as soon as possible.

Decision-making process during calamities during digital tests (on campus, or remote)



Possible solutions or alternatives for malfunctions during a digital test

Problem	Prerequisite for action	Who takes action?	Who decides?	Solution/alternative
Hardware problem of individual student	Hardware out of order	E-invigilator	E-invigilator	Provide a spare
Network malfunction individual student	Close exam programme and restart	E-invigilator	E-invigilator	Provide backup copy if necessary
Network failure/power outage for multiple students and solution not available within 30 minutes after notification of Exam Coordinator		E-invigilator contacts exam coordinator. Exam coordinator contacts examiner.	Examiner decides and informs exam coordinator and invigilator about discontinuation	Offer students a digital re-sit within 2 weeks of original test date, unless examination board decides otherwise.

Notification of irregularity or fraud during exams

Notification of fraud			(1/2)
Faculty	BMS	Room	
Date			
Exam time			
Course / component code			
Course / component name			
1) Remarks / irregularities (point in time of irregularity)			
Evidence (cheating papers, pictures, wearables)			
2) Remarks / calamities (fire drill, alarm, power outage, evacuations)			
Name and initials invigilator (1)			
Name and initials invigilator (2)			
Name and initials invigilator (3)			
Name and initials invigilator (4)			
Name and initials invigilator (5)			

		2/2
Name / surname student		
Student number		
Name / sure name student		
Student number		
Name / surname student		
Student number		
Name / surname student		
Student number		
Remarks from student		
Signature invigilator/examiner		Signature student
Signature invigilator/examiner		Signature student
Signature invigilator/examiner		Signature student
Signature invigilator/examiner		Signature student
Remarks teacher, invigilator and/or examiner		

