

REGULATIONS REGARDING ORDER, CALAMITIES AND ACADEMIC OFFENCES (FRAUD)

BMS 2017-2018

Order regulations

To prevent fraud during exams and tests the following rules apply:

- Students are required to be present before the start of the exam (test). Students arriving no more than half an hour late can sit the exam (test), to be determined by the examiner/supervisor (*in Dutch: surveillant*). This time period can be shortened in case an exam (test) lasts only up to one hour, to be determined by the examiner/supervisor.
- Students are required to place their bags with all their personal belongings, including coat and mobile phone, in the designated area in front of the exam room before the start of the exam (test).
- At the start of the exam (test), students have to fill out name and student number on the cover sheet and on all other exam (test) forms present. Students sign the cover sheet.
- Students may not leave the exam room during the first 30 minutes of the exam (test).
- Students who leave the exam room without permission of the examiner/supervisor will not gain access to the exam room again.
- Students must remain sufficiently calm and quiet during the exam (test) in order not to hinder their fellow students in any way.
- Students are supposed to be familiar with specific behaviour related to academic norms 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 an academic offence (tort).
- Students have to legitimize themselves during the exam (test) with their student card at the request of the examiner/supervisor. Students may not impersonate someone else. Students who cannot identify themselves can be excluded from the exam (test). The examiner/supervisor will decide in this matter.
- Students are allowed to have those items on their table deemed necessary for completion of the exam (test). The examiner/supervisor will decide in this matter.
- Study materials (for example a graphic calculator, dictionary, law book) may only be used if explicitly permitted by the examiner/supervisor.
- Mobile phones, PDA's and similar communication devices must be switched off during exams (tests) and must be placed in the student's bag or coat in front of the exam room.
- The use of electronic devices, such as calculators, tablets, notebooks, laptops, mobile phones and wearables, is forbidden during an exam (test), unless explicitly permitted by the examiner/supervisor.
- The use of books and other sources of information is forbidden during an exam (test), unless explicitly permitted by the examiner/supervisor.
- At electronic exams (tests) the student is not allowed to use any computer or software programme, website, application and/or other resources than the one(s) approved by the examiner/supervisor. The examiner/supervisor has the right to check this. It is not allowed to share or spread in any form

the exam (test) questions and/or answers if this would be possible with the approved software or application or in any other way.

- Cheating and/or giving someone else the opportunity to cheat is forbidden and is considered an academic offence. Being in the possession of cheating papers and crib sheets – even if these have not been used – suffices to be considered an academic offence.
- Students are forbidden to have any direct or indirect contact or communication with one another, inside or outside of the exam room, during the exam (test) time, without permission of the examiner/supervisor. Such contact can be considered an academic offence.
- Students may not ask any question about the content during the exam (test) time. After the exam (test) is finished these questions can be asked to the examiner of the exam (test).
- In principle it is possible to take a brief bathroom break. This facility can only take place upon explicit permission of the examiner/supervisor and according to the examiner's/supervisor's rules. If feasible, one of the examiners or supervisors will escort the student to the bathroom. This facility can only be offered to one person (of the specific exam/test) at a time per exam room. All devices must stay in the exam room.
- When students hand in their work to the examiner/supervisor, they can be asked to sign the attendance list and the exam (test) work handed in, before leaving the exam room.

Regulations in case of calamities

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 supervisor are authorized to act as specified in these regulations. All students have to follow the instructions of the examiner/supervisor.
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 examination (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 examination (test) papers (coversheet 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/supervisor and leave the examination room immediately upon their order.
 - c. Students leave their exam (test) and all other papers on the table in the exam 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.

Regulations in case of an academic offence (fraud)*

** Additions of the faculty BMS to the text stated in the Students' Charter are shown in italics*

1. *An exam is an investigation into the knowledge, the insight and the skills of a student, as well as the assessment of the results of that investigation (art. 7.10 WHW). An exam can consist of multiple tests. In any format of testing, the student has to submit his (her) own and original work. If this is not the case, this will be considered fraud.*
2. Fraud is defined as follows:
 - a. Using (electronic and/or technological) devices and/or other resources during an exam (test), which use the examiner has forbidden during a unit of study and/or prior to the start of the exam (test), or which use the student knows or should know is not permitted.
 - b. Behaviour during an exam (test), that is indicated by the examiner during a unit of study and/or prior to the start of the exam (test) as being considered fraudulent, or that the student knows or should know is not permitted. This includes, but is not limited to:
 - i. Procuring copies of an exam (test) before that exam (test) has taken place.
 - ii. Cheating, with or without crib sheets.
 - iii. Being in the possession of crib sheets.
 - iv. Copying from other students during an exam (test).
 - v. Consciously allowing other students to copy responses during an exam (test).
 - vi. Receiving and/or sending (text) messages.
 - vii. Talking to or any other form of communication with others, before completing the exam (test) and while the exam (test) is still going on, other than communication with the examiner/supervisor.
 - c. Copying and/or using someone else's work without mentioning the source (plagiarism). This includes, but is not limited to:
 - i. Literally copying and/or using (parts of) someone else's work, such as original terms, ideas, results, conclusions and illustrations, and presenting this as one's own work.
 - ii. Copying parts of a text without complete and correct references, also when minor changes to the text have been made.
 - iii. Using visual or audio material, test results, designs, software, program codes and the like without complete and correct reference, and presenting this as one's own work.
 - d. Incorrect or incomplete use of quotation marks and references. This includes, but is not limited to:
 - i. Marking literally used quotes not explicitly (e.g., not using quotation marks, indentation or blank lines), so the quoted text is wrongly presented as one's own work.
 - ii. Referring to sources which the student did not read or study him/herself but has become aware of, for example, while reading other sources of information.
 - iii. Handing in an assignment or any other piece of work that is written in co-operation with others, without mentioning this explicitly.

- e. Free riding, that is not contributing equally in a group assignment or in any other piece of group work.
 - f. Manipulating research data in assignments or any other piece of work, and/or counterfeit or fake research data (for example filling in one's own questionnaire).
 - g. *Forgery*, including claiming to be another person during an exam (test), or vice versa.
 - h. *Tort*.
 - i. *All other forms of academic offences than those mentioned in par. 2a to 2h, to be determined by the Examination Board.*
3. *If an examiner or supervisor has a motivated suspicion of fraud during or after an exam (test), the examiner/supervisor makes a note of this on the student's exam (test). The examiner/supervisor has the right to confiscate devices and other resources whose use is not permitted. The student has the right to finish the exam (test). The examiner reports the suspicion of fraud in written to the student and to the Examination Board. This rule also applies in case of a suspicion of fraud in a (part of a) unit of study, such as an assignment, presentation or essay.*
 4. *Subsequently, the Examination Board will proceed as follows. The Examination Board will hear the examiner as well as the student(s) involved. The Examination Board will determine whether fraud has occurred and which measures will possibly have to be taken. The Examination Board will inform the student(s) involved of its decision in writing. The Examination Board may bar a student who commits an academic offence from sitting the exam, test or other part of a unit of study involved, up to a maximum of one (1) year. In extreme cases, the Examination Board may bar 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 unit of study in which the academic offence occurred with another unit of study while the sanction is in force.*
 5. *If a student commits serious (repeated) fraud, the Examination Board may lodge a request at the Executive Board to end the student's enrolment in the programme at the University, with effect from the month following the month the fraud was perceived.*
 6. *Procedures described in article 8.6 BSc and MSc EER also apply to objections and appeals against decisions taken within the framework of the articles 3, 4 and 5 of this regulation.*