

## REGULATIONS REGARDING ORDER, CALAMITIES AND ACADEMIC MISCONDUCT (FRAUD) BMS 2018-2019

### 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/invigilator (*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/invigilator.
- 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.
- 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/invigilator 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/invigilator. Students may not impersonate someone else. Students who cannot identify themselves can be excluded from the exam (test). The examiner/invigilator 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/invigilator 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/invigilator.
- 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/invigilator.
- The use of books and other sources of information is forbidden during an exam (test), unless explicitly permitted by the examiner/invigilator.
- 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/invigilator. The examiner/invigilator 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/invigilator. Such contact can be considered an academic offence.

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- 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).
- A brief bathroom visit is only permitted if approved by the invigilator. Only one person at a time may be given permission. Where necessary and feasible,<sup>1</sup> an invigilator will accompany the student to the bathroom. Bathroom visits will not be permitted during the first 60 minutes and last 30 minutes of the examination.
- When students hand in their work to the examiner/invigilator, they can be asked to sign the attendance list and the exam (test) work handed in, before leaving the exam room.

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<sup>1</sup> Accompanying students to the bathroom may not be necessary, as in Therm where the bathrooms are not accessible from anywhere but the examination room, and it may not be feasible, as in cases where there is only a single invigilator

## 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 invigilator are authorized 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 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/invigilator 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.

## Regulation and procedure regarding an academic misconduct (fraud)

*The examination boards of BMS and programmes of BMS decided to use the fraud regulations, stated in the Students' Charter. They complemented the general regulations with specific faculty regulations. The complemented text is italic.*

Students of all levels are *expected to be* familiar with the University's policy on plagiarism, cheating and other forms of academic misconduct. PhD students receive instruction in relation to standards of scientific integrity and are expected to apply these standards in their work. Exams are assessments of the knowledge, insight and/or aptitude of the participating candidates, including an evaluation of the results of that assessment (article 7.10 of the WHW). A test or exam may consist of several parts. Cheating, plagiarism and fraud are actions or omissions on the part of a student that preclude an accurate assessment of his or her knowledge, understanding and aptitude.

### Regulations

*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.*

### Cheating includes:

- a. The use during a test or exam of (any form of) resource or device (electronic or technological) which, before the start of the study unit and/or exam or test, the examiner has prohibited, or which the student knew or should have known were prohibited;
- b. Conduct on the part of students which, before the start of the study unit and/or exam or test, the examiner has deemed to be academic misconduct, or which the student knew or should have known to be prohibited. Specifically, this includes (but is not limited to):
  - Procuring copies of a test or exam before that test or exam has taken place. Also:
    - Using cheat sheets or crib sheets
    - Being in the possession of crib sheets*
    - Copying the work of others during the test or exam
    - Letting others copy your work during the test or exam
    - Sending or receiving (text) messages
  - Communicating about the content of the exam with any party other than the invigilators during the test or exam while that test or exam is underway (including by means of electronic devices)
  - Claiming to be another person during a test or exam, or having someone else impersonate you;
- c. **Plagiarism** (using someone else's work or your own work without a proper citation) includes, but is not limited to:
  - Using (parts of) other people's work (original terms, ideas, results or conclusions, illustrations, prototypes) and presenting this as one's own work; if parts of another text (printed or digital) are used without attribution (and even if small changes are made), plagiarism has occurred
  - Using visual or audio material, test results, designs, software and program codes without attribution and thereby presenting this as one's own original work
  - Using verbatim citations without attribution or a clear indication (by, for example, omitting quotation marks, indentation, leaving white space) and thereby creating the false impression that (part of) these citations are one's own original work
  - Citing literature that one has not read oneself (for example, using references taken from somebody else's work)
  - Using texts that have been written in collaboration with others without explicitly mentioning this
  - Submitting work that has already been published in whole or in part elsewhere (e.g. work from other courses or educational programmes), without reference to the original work
  - 'Free-riding'; i.e. not contributing equally to a group assignment;
- d. **Fraud** includes but is not limited to:
  - Manipulating research data in (group) assignments

- Falsifying data (for example, by filling in questionnaires or answering interview questions oneself);
- e. *Tort/unlawful act;*
- f. *All other forms of academic offences than those mentioned in par. 2a to 2e, 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 during or after an exam (test), the examiner/invigilator makes a note of this on the student's exam (test).

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

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.

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

- a) Name student (s) involved including student number
- b) Module / Course name and course code. If necessary mention the specific component/part of the module or course 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 Ephorus-/Turn It In reports)
- e) The examiner should notify the students involved of the suspected fraud and the assessment of the assignment or 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.
2. The examination board will determine whether fraud has occurred and which measures will possibly have to be taken.
3. The examination board will inform the student(s) involved of its decision in writing.

## **Measurements or sanctions**

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.

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 passed a final judgement and was made known to the student.*

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