

Regulations in case of an Academic Offence (Fraud)

1. A test is an investigation of the knowledge, the insight and the skills of a student, as well as the evaluation of the results of that investigation (WHW art. 7.10). A test can consist of multiple partial tests. In any format of testing as is referred to in paragraph 1. of this article, the student shall deliver his own and original work. If not, the work will be considered as fraud.
2. Fraud is defined as follows:
 - a. Use of (electronic or technological) devices in addition to or devices other than those permitted by the examiner during a unit of study, an (interim) test or examination. The list of permitted devices is made known by the examiner prior to the (interim) test or examination.
 - b. Committing acts (academic offences) during the course of an (interim) test or examination that the student knows or should have known are prohibited such as:
 - cheating, including the following:
 - using crib sheets;
 - copying from other students during examinations;
 - consciously allowing other students to copy responses during examinations e.g. showing one's own work to other students;
 - receiving and sending text messages;
 - speaking with someone other than the examiner/supervisor before completing the examination while the exam is still in progress.
 - c. Copying or using someone else's or one's own work without mentioning the source, called plagiarism. The following paragraphs are called plagiarism in any case:
 - Literally copying or using someone else (or parts off) work (original terms, ideas, illustrations, results or conclusions) and present this as your own. Even if parts off a text are copied without referring a complete and correct source (even if you made little changes it still will be recovered as plagiarism);
 - if literally used quotes not have been marked specifically (with quotation marks, or indentation of text) so the quoted text is presented as your own;
 - if you refer to sources in the assignment, but not do this in all the places you used the information from others, so that the work is presented as your own;
 - Handing in an assignment, that is written in co-operation with others without mentioning this in the assignment;
 - Handing in an assignment with text used in another assignment without mentioning this (self-plagiarism);
 - Hitchhike behaviour; not contribute equally in a groups assignment;
 - d. Manipulating research data in (group) assignments or cheating data (for example filling in your own interviews or questionnaire);
 - e. Forgery;
 - f. Tort;
 - g. All other forms (than mentioned in par. 2a until 2d) of academic offence to be decided by the examination board post hoc;
3. If an examiner or supervisor notices a motivated suspense of fraud during an examination, the supervisor has the right to confiscate the examination or test and the not prohibited information. The supervisor submits a notification of the academic offence to the student and the clerk of the Examination Board. This rule also applies in case of fraud in a Unit of Study (or part of a Unit of Study).
4. The Examination Board will follow the following procedure and will hear in case of notification of fraud the examiner as well as the student(s) in question. The examination Board will determine which measures will be taken and will inform the student in question of this in writing. The Examination Board may bar a student who commits an academic offence from sitting the interim examination in question for a maximum of one (1) year. If the examination board determines that the matter involved an academic offence, the student/students involved may – in serious

instances – be barred from sitting any programme’s interim examinations for up to one (1) year. A student is not allowed to replace the unit of study during the period on which he committed an academic offence with another unit of study.

5. If a student commits serious fraud, the examination board in question may lodge a request at the Executive Board to end the students registration at the University.
6. Procedures described in article 8.6 also apply with regard to objections and lodging an appeal against decisions taken by examiners and/or the examination board as mentioned in paragraph 3 and 4.