

## TYPES OF AND PREVENTING FRAUD & DECISION TREE FOR FRAUD REPORTING

A decision tree for preventing fraud and (in case of doubt of fraud) reporting fraud cases is provided below in Figure 1.

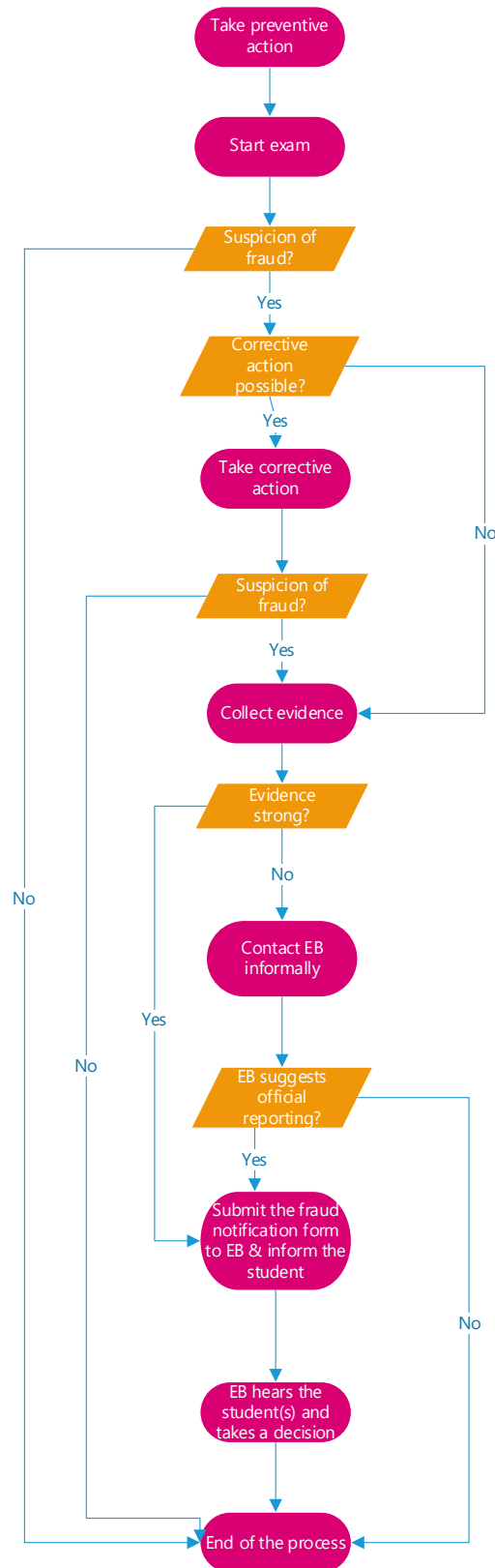


Figure 1. Decision tree for fraud prevention and reporting

The following situations are considered as fraud (*Adapted from: Student Charter University of Twente*) and below each category, suggestions for preventive/corrective actions and for reporting are provided:

For all types of fraud, main suggested preventive action: Inform students about sanctions for fraud.

- 1) During the examination, the student uses (any form of) assistance, resource or device that is prohibited by the examiner or invigilator prior to the start of the study unit and/or test;

Suggested preventive action: Explain of rules of order for testing and mention the extra measures on the exam cover sheet. In case of strong doubt, collect evidence for reporting to the Examination Board (EB).

- 2) A student behaves in a manner that has been classified as cheating or prohibited before the start of the study unit and/or test. This includes (but is not limited to) situations in which the student:
  - a. procures or receives copies of a test or exam before that test or exam takes place;
  - b. cheats, whether or not by:
    - using cheat sheets or crib sheets;
    - copying 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 via electronic or other devices) with someone other than the examiner or invigilator during the test or exam before the work is handed in;
  - d. has sources available, e.g., a cellphone or smartphone, with which access can be gained to unpermitted resources;
  - e. uses paper other than that provided by the UT for a test or exam, unless that has been expressly permitted;
  - f. visits the bathroom without prior permission;
  - g. engages in identity fraud, such as claiming to be someone else during a test or examination, or being represented by someone else, allowing someone else to impersonate the student.

Suggested preventive action: Explain of rules of order for testing and mention the extra measures on the exam cover sheet. In case of strong doubt, collect evidence for reporting to the Examination Board (EB).

- 3) A student engages in other kinds of cheating, including:
  - a. manipulating research data;
  - 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;
  - d. contract cheating: hiring a (professional) tutor that produces exam material in the name of the student in return for a (non-)monetary compensation.

Suggested preventive action: Explain harsh measures on this type of fraud, such as temporary ban/suspension or termination and tell students in beginning of class to collect evidence in case of freeriding.

Suggested corrective actions: Students sign group contracts and organize meeting(s) with teachers in case of freeriding. Teachers apply buddy check (2 times) in Canvas. Teachers should, in case of strong doubt, collect evidence for reporting to the Examination Board.

- 4) Plagiarism is a particular kind of fraud, occurring when the student uses someone else's work previously used without correct referencing. This includes:
- a. using (parts of) other people's work presenting it/them as one's own work; using parts of another text without referencing is also deemed plagiarism;
  - b. using video or audio material, test results, designs, software and programme codes without attribution presenting that as one's own original work;
  - c. using verbatim citations without clear attribution or indication (by, e.g., omitting quotation marks, indentation, etc.), thereby creating the false impression that (part of) these citations 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 so;
  - f. 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.

Suggested preventive action: Teach students how to reference and paraphrase; give right examples by teachers of the study unit; provide a short presentation about fraud/plagiarism in Module 1, 5 and 9 (modules located in the opening of each academic year).

Suggested corrective action: In case of formative assessment teacher is suggested to take corrective action (e.g., (i) if the case is a copy-paste without reference, then report to the Examination Board; (ii) if it is a copy-paste, but sloppy referencing, e.g. forgetting quotation marks, then take corrective action). For summative assessment, reporting to the Examination Board is suggested. Report to the Examination Board if PSA states that reusing own work (from previous years, or other courses) is not allowed. Report to the Examination Board, unless teacher has instructed students that old course materials can be reused.