

Procedure in case of suspected fraud or plagiarism

When fraud is suspected, the procedure below should be followed. Fraud can be suspected in all parts of the programme and must also be reported in all cases, for example, but not exclusively, in tests, practicals, internships or bachelor's and master's assignment. The Examination Board will archive all documents, the report of the hearing and correspondence between those involved in the Fraud and Suspected Fraud folder on the P drive. All members of the Examination Board have access to this documentation.

1. The designated examiner notes a case of suspected fraud and informs the student via an email. The executive secretary is included in the cc.

The designated examiner includes the following in the email:

- That there is a case of suspected fraud.
- That this will be reported to the Examination Board.
- That the Examination Board will be in contact with the student.
- That the (partial) grade of the student will be withheld.

2. The designated examiner will notify the Examination Board about the suspected fraud

The designated examiner emails:

- The president of the Examination Board; and
- The vice-president of the Examination Board; and
- The executive secretary of the Examination Board.

The examiner will include the evidence and explanation of why fraud is suspected in the email. The Examination Board can always ask the examiner for clarification or additional information regarding the submitted material.

3. The Examination Board contacts the student

The BOZ employee on the Examination Board will send a email to the student on behalf of the Examination Board within five days of the notification of suspected fraud, including notification that a hearing will be scheduled in the near future. When dealing with the report and the next steps, a chance for the student to resit may be taken into account.

4. Examination Board organises hearing

The Examination Board will organise a hearing shortly after the notification. The members available to be present at the hearing will be decided via email and the decision about which of these will participate in the hearing will be based on a logical choice from the members based on, for example, subject-specific knowledge. Two members of the Examination Board will be present at the hearing as well as the executive secretary as minute-taker. The BOZ employee of the Examination Board will invite the members and students.

5. Hearing takes place

The hearing is conducted following the principle that both parties should have the right to be heard and a report will be written by the executive secretary. The hearing should not be recorded. The student will be questioned by two members of the Examination Board, including at least the president or vice-president, addressing the evidence and suspicions of the designated examiner. Then the student will have the opportunity to give their side of the story.

6. Decision-making after the hearing

At the end of the hearing, the expected timeline for a decision, usually several days, will be indicated to the student. The members of the Examination Board will make a decision as soon as possible. If further research is necessary, this will also be made known to the student and designated examiner. This will be done as soon as possible after the hearing. The final decision will be communicated in an email to the student and the designated examiner by the BOZ employee of the Examination Board.

The Examination Board can determine different penalties if the student is found guilty. The different degrees of punishment can be found in the Rules of the Examination Board BMT Article 6, Paragraphs 8 to 12. Art. 8.6 of the general Bachelor and Master EER applies regarding the right to appeal against a decision made on the basis of these regulations.