

Information regarding deception in connection with examination (cheating) and the handling of disciplinary matters at the University College of Kristianstad.

It is extremely important for the educational centre and for the students that examinations are properly conducted (legally certified). Proper conduct means, among other things, ensuring that examinations are designed and organized in a correct manner throughout the education and that students receive clear information as to what the rules and regulations are. The students can then carry out their examinations in accordance with specific instructions. This brochure is directed at students in an attempt to inform them as to how examinations should be correctly carried out.

Students' rights

As a student, you have a number of rights in connection with examinations. You can read about your rights in a report about proper conduct during examinations (see HSV rapport 2008:36R). For instance, it says that the regulations in the course syllabus are binding for both the University College and the students. The course syllabus shall for example describe how you are to be examined. It is not permissible for the University College to deviate from the course syllabus, for example by changing the examination method. You can, in other words, assume that what is written in the course syllabus about examinations is applicable.

Students' obligations

Students also have obligations. During your time at the University College of Kristianstad, you will be examined in many different ways. You will encounter individual examination in classrooms, examinations which have to be done at home, examinations in the form of laboratory work, individual oral examinations, practical work, PMs, essays and degree projects. On all occasions, you will receive an instruction which will tell you how the examination is to be carried out, for example, what means of assistance are allowed, how you may cooperate and what the requirements are with regard to making use of others' texts. The regulations regarding examinations have been designed in order to guarantee that we can evaluate your knowledge and skills but also to ensure that evaluation is equitable. At worst, the person who breaks the rules by using non-permitted means of assistance, plagiarising or cooperating in a wrongful manner can be barred from studying. So it is important that you ask the person responsible if you are unsure as to how the instructions should be interpreted.

A deceptive action (cheating) can for example be:

- *using non-permissible notes/annotations,*
- *looking at another student's answers,*
- *finding out in advance what the examination questions will be,*
- *communicating with other students in advance, or*
- *cooperating with other students on individual assignments.*

Plagiarism

It has become more common that students are barred due to plagiarism. Plagiarism can also be a deceptive action, for example:

- *By purchasing and submitting a piece of work in your own name,*
- *By borrowing a friend's work and submitting it in your own name,*

- *By copying books and other printed matter from the Internet, and submitting it in your own name without changes or with minimal changes.*

In academic texts, the rule is that you should identify your sources when you copy text, pictures and/or other materials. For direct quotations, both the source reference and quotation marks must always be used, otherwise it is sufficient with a reference.

Essays and the text comparison system "Urkund"

The system of qualifications requires that students' degree projects are individual pieces of work. At the same time, it is obvious that the purpose of writing academic texts is to write within the framework of a subject which is of current interest. This means that you are expected to take in what you read and make it your own. The dividing line for when something is your own, somebody else's or something general is not easily drawn. If you have any questions on this matter, you should take this up with your supervisor.

As support in order to avoid text overlaps, you have the right to request that your essay is analysed by the text comparison system "Urkund". This may take place for example before you discuss your rough manuscript with your supervisor. You should make use of this possibility. You should also make use of the possibility of discussing texts when you feel unsure as to whether you have made them your own, or if they should rightfully be followed by a reference. Any text overlapping that is discovered must be rectified before the essay is sent to the examiner. Irrespective of whether you request that your essay is analysed by Urkund, the University College will run it through the system to check it, to see whether your essay contains texts that have been copied from somewhere on the Internet.

The Disciplinary Board

If a tutor suspects (this is referred to as a well-founded suspicion) that a student has tried to cheat during an examination, the tutor is required to report this to the University College principal. The principal will then decide if the matter should be dealt with by the University College's disciplinary committee. The disciplinary committee is comprised of the principal, a member who is learned in the law, a representative from the tutors, two student representatives and a secretary.

The University College of Kristianstad regards cheating as very serious. The Higher Education Ordinance, chapter 10, regulates the various rights and obligations in relation to cheating during examinations. In short, under the Higher Education Ordinance, disciplinary measures may be taken when the student is found "cheating during an examination and when his/her study performance is otherwise evaluated" (1993:100, chapter 10, 1§). Disciplinary measures in the event of cheating may come in the form of a warning or being barred from studies for up to six months. The section in the Higher Education Ordinance which relates to "cheating during examinations", can be found at:

http://web2.hsv.se/publikationer/lagar_regler/hogskoleforordningen/hogskoleforordningen_10.shtml along with practical instructions in the University College of Kristianstad's policy and action plan regarding plagiarism.