



Kristianstad
University
Sweden

Policy documents
on disciplinary matters

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Excerpt from the Swedish Higher Education Ordinance (1993:100)

Chapter 10 Disciplinary measures

General provisions

Section 1 Disciplinary measures may be invoked against students who:

1. use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance
2. disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes at the higher education institution
3. disrupt activities in the library of the higher education institution or other separate establishments at the institution, or
4. subject another student or member of the staff of the higher education institution to harassment or sexual harassment of the kind laid down in Section 4 of Chapter 1 of the Discrimination Act (2008:567).

Disciplinary measures may not be invoked more than two years after the offence has been committed. Ordinance (2008:944).

Disciplinary measures

Section 2 The disciplinary measures comprise warnings and suspension.

A suspension decision means that the student is prohibited from participating in instruction, tests or other activities within the framework of the courses and study programmes at the higher education institution. The decision shall comprise one or more periods, but shall not exceed six months in total.

A suspension decision may also be limited to apply to access to certain premises at the higher education institution.

Disciplinary boards

Section 3 Cases involving disciplinary measures shall, unless otherwise stipulated in Section 9, be dealt with by a disciplinary board. Every higher education institution shall have a board of this kind.

Section 4 The disciplinary board shall consist of the vice-chancellor as chair, a legally qualified member who shall hold or have held tenure as a judge, and a representative of the teaching staff at the higher education institution. The students at the higher education institution shall be entitled to representation on the board by two members. Ordinance (1998:1003).

Section 5 The legally qualified member and the member representing the teaching staff shall be appointed by the higher education institution for a period of three years. Ordinance (1998:1003).

Section 6 The members of the board representing the students shall be appointed for a period of one year.

Section 7 When the chair is prevented from attending, the deputy vice-chancellor or another specially appointed deputy shall act as chair of the disciplinary board. There shall be a deputy for each and every member of the board. The deputy for the legally qualified member shall hold or have held tenure as a judge. The deputies shall be appointed according to the same procedure and for the same period as the members of the board. Ordinance (1998:1003).

Section 8 The disciplinary board is in quorum when at least three of its members are present, among them the chair and the legally qualified member. If there are differences of opinion when a decision is to be made on any matter, the provisions of chapter 29 of the Code of Judicial Procedure relating to votes in courts of law consisting exclusively of legally qualified members shall apply. Ordinance (1998:1003).

Rules of procedure

Section 9 If there are grounds for suspecting that an offence of the kind laid down in Section 1 has been committed, the vice-chancellor shall be notified promptly. The vice-chancellor shall arrange for the matter to be investigated and provide the student with an opportunity to make representations concerning the complaint. The vice-chancellor shall then, after consultation with the legally qualified member when appropriate, decide whether the circumstances are such that the matter shall:

1. be dismissed without further action,
2. call for a warning from the vice-chancellor, or
3. be referred for a hearing by the disciplinary board. Ordinance (1998:1003).

Section 10 A decision by the vice-chancellor to issue a warning may be submitted to the disciplinary board by the student for review. The student shall be informed of this right.

Miscellaneous provisions

Section 11 The disciplinary board shall ensure that matters referred to it are investigated thoroughly. The board shall give the student concerned in the case an opportunity to address the board on the issue. The student is also entitled to be present when others address the board, unless there are special grounds to the contrary. Ordinance (2004:289)

Section 12 A decision to suspend shall take immediate effect, unless otherwise stated in the decision.

Section 13 When a decision to suspend has been made, the National Board of Student Aid and the bodies at the higher education institution concerned shall be informed without delay.

Interlocutory suspension

Section 14 If a matter is referred to the disciplinary board, the vice-chancellor may after consultation with the legally qualified member order the interlocutory suspension of the student with immediate effect from activities at the higher education institution.

A decision on interlocutory suspension shall apply until the disciplinary committee has appraised the issue, but for no longer than one month. Ordinance (1998:1003).



Policy for working with disciplinary matters

Overall objectives

“Education at Kristianstad University is to be designed in such a way that students neither need to, can nor want to resort to cheating”

Kristianstad University’s work with regard to disciplinary matters is to be based on the following objectives:

A starting point for the University’s work concerning deception (cheating) is that academic education is based on trust and responsibility. The University’s courses and study programmes are expected to give students opportunities to attain their respective objectives. Students are expected to utilise the University’s efforts and do the work required to complete the programme.

The University’s preventive work to combat deception is a high priority. The constant efforts to improve teaching and learning are a major challenge for the University’s quality enhancement work. These efforts will increase the students’ ability to achieve the established objectives. The work includes efforts such as developing a scholarly approach and professional ethos, and improving the support for students in their academic writing. This work cannot be replaced by control measures.

The University’s assessment criteria are to be forward-looking. They shall be designed so as to contribute to the students’ development, provide students with information on how to proceed and teaching staff a basis for the teaching activities. They are also to provide examiners with a basis for assessing whether students have attained the learning outcomes, help to ensure the quality of education and thus the integrity/fairness of the degrees issued. Designing good/suitable tools for assessment within different study programmes and disciplines is an important part of the efforts of teaching staff to make sure that their examination procedures comply with the law.

Instructions for each individual assessed component are to clearly state the task at hand and the aids that are permitted. Chapter 10, Section 1, first paragraph, point 1 of the Higher Education Ordinance stipulates that disciplinary measures may be invoked against students who “use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance”.

The Higher Education Ordinance does not regulate what is permissible and what is prohibited; this is, however, regulated in the relevant course syllabi and in the instructions for each assessed assignment. Assessed assignments are therefore to be designed in accordance with what is needed to make a legally fair and pedagogically appropriate assessment of the student’s performance.

Efforts to prevent and follow up on suspected cases of deception are an important part of Kristianstad University's quality enhancement work. Attempts to deceive constitute a threat to the due process of education, and employees are always obliged to report any founded suspicion that they have. Determining whether or not the suspicion is founded is to be based on a professional assessment which includes evaluating the conditions of examination in relation to the student's behaviour and their expected knowledge.

Disciplinary matters at Kristianstad University are to be processed in accordance with the due process of law. Disciplinary measures against students constitute an intrusion that can have a serious impact on their studies. Teaching staff are required to report any founded suspicion that they have, but it is the responsibility of the Disciplinary Board to investigate the matter, to determine whether it can be proven that the student has tried to deceive, in the way described by the law. Students who are acquitted are also to be perceived as cleared of suspicion. Students who are found guilty will receive a warning or be suspended on the basis of the Higher Education Ordinance's provisions, and the practices developed at the University

To fulfil the objectives of this policy, the University has adopted the following documents:

- Guidelines for Working with Disciplinary Matters
- Action Plan Concerning Academic Integrity 2016–2017
- Rules for Written Exams
- Management Rules Concerning Disciplinary Matters



Guidelines for working with disciplinary matters

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1. Introduction

The rules concerning disciplinary offences are stated in Chapter 10 of the Higher Education Ordinance (1993:100), hereafter referred to as HEO. In accordance with the HEO, disciplinary measures may be invoked against students who

- attempt to deceive during examinations or other forms of assessment of study performance
- disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes
- disrupt activities in the library or other separate establishments at the higher education institution, or
- subject another student or member of the staff of the higher education institution to harassment

Below is first an account of the rules that apply to all disciplinary offences, followed by a more detailed description of the activities mentioned above which, in accordance with the HEO, can result in a disciplinary measure. These guidelines aim to support staff and students by defining important concepts and clarify the procedure for managing disciplinary matters at HKR. The document is thereby intended to provide guidance to the provisions of the HEO, and serve as a complement to the University's Policy for Working with Disciplinary Matters (reg. no 2015-114-474), the Rules for Written Exams (reg. no 2016-1121-285) and the Management Rules Concerning Disciplinary Matters (reg. no 2015-114-473).

2. General guidelines for all disciplinary matters

2.1 Report

If a student commits an act that could result in a disciplinary measure, it is to be immediately reported to the Vice-Chancellor. This is done by submitting a report to the registrar for registration. The registrar will continue to register any incoming documents pertaining to the case. The report is to be made on a specific form and contain all documentation that may be relevant to the outcome of the case.

2.2 Investigation

In accordance with the HEO, the Vice-Chancellor shall arrange for the matter to be investigated and provide the student with an opportunity to make representations concerning the report. At HKR, the investigation is conducted by a legal officer. The legal officer will also present the case to the Vice-Chancellor or the Disciplinary Board. The investigation is to be conducted in accordance with HKR's Management Rules Concerning Disciplinary Matters, and lead to a decision that the students is either cleared of all suspicions, receives a warning, or is suspended. The decision is made by the Vice-Chancellor or the HKR Disciplinary Board.

2.3 Disciplinary Board

In accordance with the HEO, every higher education institution shall have a disciplinary board. The Disciplinary Board shall consist of the Vice-Chancellor as chair, a legally qualified member who shall hold or have held tenure as a judge, and a representative of the teaching staff at the higher education institution. The students at the higher education institution shall be entitled to representation on the board by two members. At HKR, teaching staff are represented by two members, one from each school.

2.4 Who does what at HKR?

Vice-Chancellor	Chair of the Disciplinary Board. Can independently decide to dismiss a report against a student or issue a warning.
Disciplinary Board	If the matter has been submitted to the board, it will decide whether or not to dismiss the matter without further action, issue a warning or suspend the student.
Teaching staff representative of the Disciplinary Board	Representative for the organisation.
Student representative of the Disciplinary Board	Representative for the organisation.
Legally qualified member of the Disciplinary Board	External member who holds or has held tenure as a judge.
Legal officer	Investigates incoming reports. Presents cases to the Disciplinary Board.
Registrar	Receives and registers reports concerning suspected disciplinary offences. Secretary of the Disciplinary Board in charge of the minutes.
Exam coordinator	Responsible for the activities surrounding invigilated exams. Supports the invigilators in their work.
Programmes director	Quality assurance coordinator and the person who is to report the outcome of the case in the organisation. Supports the teaching staff member who reported the matter.
Student Health Service	Support for staff and students.
Students' union representative	Support for students.
Study and careers advisor	Provides guidance for students who want to continue their studies after being suspended, etc.

2.5 Disciplinary measures

The disciplinary measures comprise warnings and suspension.

2.5.1 Warning

A warning is generally issued if the matter involves a minor offence or if there are mitigating circumstances. A warning does not affect the student's studies, that is, students can continue their studies as planned. The decision to issue a warning is made by the Vice-Chancellor or the Disciplinary Board. The Vice-Chancellor can issue a warning in case a student brings a cell phone to the exam but decidedly does not use it.

2.5.2 Suspension

The decision to suspend a student is made by the Disciplinary Board and is the most common form of penalty for an attempt to deceive. The decision means that the student is prohibited from participating in teaching, tests or other activities within the framework of the courses and study programmes at HKR, during the time of the

suspension. This means that, during this time, the student is prohibited from participating in activities such as teaching, examinations, internships, seminars, group work and laboratory exercises. The student is also prohibited from spending time on any HKR premises that are not open to the public, such as seminar rooms, laboratories or computer rooms. The student's access card will be cancelled during the period of suspension, as will their login information, which means that the student will not have access to and be able to log into, for instance, Canvas and their student email account. A suspension could also affect the student's finances, as HKR reports these decisions to CSN (the Swedish national agency for student aid).

A suspension may not exceed six months. The suspension may be shortened or extended depending on the circumstances of the individual case, e.g. taking into account the severity of the offence, whether or not it involves a recurrent behaviour of the student, or if illness or other social issues affected the student's actions.

In order to facilitate the return to studies after a period of suspension, HKR recommends that the student contacts the study and careers advisor during their suspension.

2.5.3 Interlocutory suspension

If a matter is referred to the Disciplinary Board, the Vice-Chancellor may after consultation with the legally qualified member order the interlocutory suspension of the student with immediate effect from activities at HKR. A decision on interlocutory suspension shall apply until the Disciplinary Board has investigated the matter, but for no longer than one month.

2.6 Appeals

If the Vice-Chancellor decides to issue a warning, the student has the right to appeal the decision to the Disciplinary Board. In accordance with HEO Chapter 12, Section 3 and Section 40 of the Administrative Procedure Act (2017:900), appeals against a decision by the Disciplinary Board to warn or suspend a student can be made to a public administrative court. The student shall be informed of this right through instructions for appeal included in the decision.

2.7 Principle of public access to information

The processing of disciplinary matters involves a number of documents, including the report of a suspected offence, statement/s by the student, and decisions and minutes from Disciplinary Board meetings etc. These documents are registered and filed by the University. HKR is bound by the principle of public access to information. This means that most documents received or drawn up by the University are official. To keep a document secret requires support from the Swedish Public Access to Information and Secrecy Act (2009:400). Documents pertaining to a disciplinary matter do not usually contain confidential information, and may therefore be disclosed to anyone who so requests.

2.8 Where can you see if a student is/has been suspended?

As soon as a decision on suspension takes effect, it is entered into HKR's study records system Ladok. The purpose of this is to inform administrators, teaching staff and others that the student is suspended. As soon as the suspension is lifted, the entry concerning the suspension is removed. No entries are made in Ladok for warnings. Course or degree certificates will not indicate whether the student was suspended or received a warning, but, in accordance with the procedures described above, documents pertaining to the case will be filed and may be disclosed to anyone who so requests, in accordance with the principle of public access to information.

2.9 Students subject to tuition fees and participants in contract education

The same regulations apply to students who pay tuition fees as to those who are exempt from doing so. In other words, the HEO provisions and HKR's internal rules for the management of suspected deception apply to everyone, regardless of being subject to tuition fees or not. Please note that a suspension does not entitle students concerned to have their paid tuition fees repaid.

According to the HEO, participants in contract education are not students, and are thus not covered by the HEO provisions on warning or suspension. HKR's guidelines on contract education (reg. no 2015-114-455) provide information about the procedures that apply in cases of suspected deception in contract education.

3. Deception

HEO Chapter 10, Section 1, first paragraph point 1 states that disciplinary measures may be invoked against students who use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance. Deception is, in other words, the HEO term for cheating. Guidance on how to interpret this provision and its practical consequences and management at HKR is given below.

3.1 Exam instructions in course syllabi

In accordance with the HEO (Chapter 6, Section 14), every course shall have a course syllabus. HEO continues by stipulating that the course syllabus shall indicate the cycle in which the course is given, the number of credits, learning outcomes, specific admission requirements, how student performance is to be assessed and any other regulations required (Chapter 6, Section 15). The regulations included in course syllabi are binding for both HKR and the students, and deviations from them are therefore prohibited.

3.2 Study guides, etc.

Many courses provide study guides or similar, containing more detailed instructions on assessment. A course syllabus can never be replaced by a study guide and must contain the information stipulated by the HEO. However, it can be complemented with instructions on how the students' are to perform a certain task, for example instructions on reference management, etc. For each exam, there should be clearly written instructions on what the students are to do and the expectations that teaching staff and examiners have in terms of how it is to be done. Students are obliged to read and follow the instructions provided for each assignment.

3.3 What constitutes deception?

Disciplinary measures may be invoked against students who use prohibited aids or other methods to *attempt* to deceive during exams or other forms of assessment of study performance. Cheating, according to HEO's definition, occurs already at the point of initiating an attempt to deceive the person to assess the study performance. In other words, the deception does not have to be either completed or successful. In order for it to constitute an attempt, the student must have had intent to deceive. Students behaving negligently or carelessly can therefore not be subjected to disciplinary measures. The Vice-Chancellor's or the Disciplinary Board's judgement of whether an action has been deceptive is based on all the facts that have emerged in the case.

Statements made by the student and other information obtained are always considered in relation to the information and instructions that the student received,

for instance the information provided in the relevant current course syllabus and any study guide.

3.4 Attempts to deceive

Actions that are considered deceptive are described below. As a decision on a disciplinary measure against a student requires an intention to deceive, a thorough assessment of the circumstances of the individual case is needed. Note that even attempts to perform the following actions can result in disciplinary measures.

Prohibited aids – when a student brings aids which are not permitted to the exam.

Prohibited collaboration – when students collaborate during an assignment that is to be performed individually, for example by communication in speech or writing

Plagiarism – when a student uses someone else's text without referring to their source.

Fabrication – when a student makes up references, fabricates interviews, or describes performance and results which are fictive.

Falsified attendance – when a student lies about their having attended an internship, etc.

Helping someone else to cheat – when a student helps someone else cheat by, for example, sharing their answers or providing crib sheets, or erroneously putting someone down as in attendance. Both the person helping someone else, and the person receiving the help, can be subject to disciplinary measures.

False declaration – when a student lies about having medical problems or other circumstances in order to receive an advantage during assessment.

Contract cheating – when a student employs an external party to do their work, or in a peer review agrees to provide a more generous assessment.

Influencing the outcome of an assessment – when a student, through bribery or in other ways, tries to affect the outcome of the assessment of their study performance.

Changing results – when a student, through electronic means or in other ways, obtains access to results of their assessed study performance in order to make changes to them.

Prohibited access to exams – when a student, using electronic means or other aids, obtains premature access to an exam/assessed assignment.

Misrepresentation – when students claim they have retrieved information from a source, or contributed to work, when it was in fact performed by others.

False identity – when a student takes another student's place, or has someone take their place, at an exam.

3.5 What constitutes a founded suspicion and in what circumstances is there a duty to report?

In order for a suspicion to be considered founded, it requires an objective basis for the assumption that the student committed an act with the purpose of influencing the assessment of their study performance. The assessment of whether or not a suspicion is founded should consider the circumstances, such as the assignment design and instructions, in relation to what is known about the student's knowledge and ability. The duty of the person suspecting the offence ends here, that is, they are not to

evaluate any evidence to support their claim. If the answer is 'yes' to the question of whether the person suspects that the student has attempted to influence the assessment of their study performance, the person has a duty to report. Determining whether or not the suspicion is founded may require a conversation with the student where they can explain how they worked on the assignment in relation to the instructions provided.

As stated in section 3.3 above, both successful and failed attempts by the student may result in a disciplinary measure. For example, a student who brings a crib sheet to an exam with the intention of using it will be subjected to a disciplinary measure, even if the crib sheet had not been helpful to them in the exam. Attempts to cheat are usually discovered during exams or when marking them, which means that cases that are investigated rarely involve successful attempts. However, it is important to know that disciplinary measures can be invoked up to two years after the offence has been committed, and there are legal principles in place that make it possible to change a grade (i.e. a favourable administrative decision) in the event that it was attained through deceptive information (see Section 3.11 below). The duty to report any founded suspicion also applies in cases where the student's exam has already been marked and a grade has been recorded.

3.6 Information to the student about the suspicion

Anyone who intends to report a suspected offence is responsible for informing the student that this will take place. The information must be communicated no later than in connection with submitting the report to the registrar. In general, there is nothing to prevent the person from contacting the student about their suspicion; rather, this is often necessary in order to find out more about the situation and the student's intentions, as stated in the above paragraph.

Shortly after the report is received by the registrar, a legal officer will send a copy of the report, together with a letter to the student, to give them the opportunity to comment on the claims made in the report.

3.7 Who is to report?

In accordance with the HEO, the person who suspects that a disciplinary offence has been committed is to submit the report. This duty is not limited to certain employees; rather, anyone can file a report: teaching staff, fellow students, exam invigilators, and others, such as cleaners coming across a crib sheet. However, no one can be commissioned by another person, e.g. a manager, to file a report. Employees at HKR are obliged to report, in accordance with their employment contract.

3.8 What to include in the report

A report about a suspected attempt to deceive is always to include a thorough description of the event that took place and/or the exam concerned in the report. The description is to be complemented with any information relevant for determining the matter, e.g. study guides, instructions, exam questions and answers including the cover sheet, Urkund analysis, etc. The report is to include the information requested on the form.

3.9 Cheating and assessment

The examiner is always the one who decides the grade. The most common procedure when a report of suspected deception has been submitted is to wait to mark the assignment and issue a grade until the matter has been decided. If the student is then cleared of all suspicions, the exam can be marked and the grade recorded. If the student is found guilty, the examiner can then choose to either

decide on the student's grade or declare the exam invalid and refrain from assessing it on the grounds that there is nothing to assess.

In some cases, however, there is reason to depart from this procedure. The situation could be that the student is caught having a prohibited aid before they begin their exam, i.e. before they have a chance to use it. The aid has then not affected the student's performance on the exam and the examination can then go ahead, although a report about a suspected attempt to deceive will be filed. Conversely, a student may use an aid without knowing that it is prohibited, in which case they cannot be convicted of a disciplinary offence as they did not intend to deceive. However, their exam is not to be assessed as it was completed under the wrong circumstances. Based on these examples, the examiner can in each individual case decide whether an assessment is to be made, and if so when it is to take place.

3.10 Changing an already issued grade

HEO includes a provision concerning the review of grading decisions which enables the examiner to change a grade if certain conditions are met. The criteria for the review of a grade are that the decision is manifestly wrong, the change can be done rapidly and simply, and that the change does not mean lowering the grade. This provision is based on the regulations about the reconsideration of decisions in the Swedish Administrative Procedure Act, which prohibits changing a favourable administrative decision to negatively affect the individual. In practice, however, exceptions from this general rule have emerged. One of these exceptions involves revoking a decision that was made due to deception. In light of this exception, there is the possibility to revoke a favourable grading decision if it turns out that the student obtained it through deception. A suspicion about cheating that emerges after a grading decision has been made can, if the suspicion is founded, be reported if no more than two years have elapsed since the time of the offence.

3.11 Text comparison tool

The system that HKR uses for making text comparisons is called Urkund. This system is mainly used for inspection purposes, i.e. to provide documented evidence to support a claim about a suspected offence when different texts are similar or identical to one another. As a result of a review of the processing of disciplinary matters conducted in 2014, the Vice-Chancellor decided that the text comparison tool is to be used more broadly, to help students by giving them feedback on any deficiencies in their writing and providing a basis for improvements. To maintain this process, the students are to be able to use Urkund throughout their writing process, in a so-called safe environment, which means that the results of any analysis made at this stage cannot be used for a report of a suspected offence.

All papers produced in the second cycle are to undergo text comparison in connection with being submitted for final assessment and grading. This final inspection can be used as basis for a report of a suspected disciplinary offence. Performing a final inspection of work in the first cycle is recommended.

3.12 Library and Higher Education Development (LHED)

If there is any uncertainty concerning reference management, it is important that the student asks for help on how to proceed – either from teaching staff or from the LHED learning workshops (*Lärverkstäder*). The learning workshops are available for students who want to develop their study technique, their ability to read and write academic texts, and their ability to find and reference research texts. Teaching staff can also contact *Lärverkstäder* about collaborations on course development, and lectures on study technique and academic writing. LHED is located in building 7 (the library building), and provides both drop-in and scheduled appointments for guidance.

4. Disrupting or obstructing teaching, tests or other activities

As stated in HEO Chapter 10, Section 1, first paragraph point 2, disciplinary s may be invoked against students who disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes at the higher education institution.

The Ordinance does not specify what is included in “disrupt”, so this must be assessed on a case by case basis. Examples of activities that disrupt are: a student refusing to show the exam invigilator the material that they have brought with them, disturbing noise such as mobile phones ringing during an exam, repeatedly not attending sessions such as group work where the student’s absence affects others, a student violating the codes of conduct, etc. Storing materials on the University’s computers, threats, violence and offensive language can also be seen as activities that disrupt, and can result in disciplinary measures. The activities concerned may often involve a criminal offence that would give rise to a police report. Worth stressing is that a student who brings their mobile phones with them to their seat during an exam violates the established codes of conduct which normally results in a disciplinary measure – regardless of whether the phone is switched on or off, and whether or not it has been used.

4.1 What to include in the report

Activities that give rise to a report are to be carefully documented when they take place. The documentation is to be enclosed with the report, together with any other material relevant to the case, e.g. exam questions, cover sheet, exam answers, etc. The report is to include the information requested on the form.

5. Disrupting activities in the library or other separate establishment at the University

As stated in HEO Chapter 10, Section 1, first paragraph point 3, disciplinary measure may be invoked against students who disrupt activities in the library of the higher education institution or other separate establishments at the institution.

This provision complements the one above in the HEO. It gives HKR permission to invoke disciplinary measures against students who violate the library’s code of conduct. Furthermore, disruptive behaviour at other separate establishments, such as the sports centre, can also result in a disciplinary measure in accordance with this provision.

5.1 What to include in the report

Activities that give rise to a report are to be carefully documented when they take place. The documentation is to be enclosed with the report, together with any other material relevant to the case. The report is to include the information requested on the form.

6. Harassment

In accordance with HEO Chapter 10, Section 1, first paragraph point 4, disciplinary measure may be invoked against students who subject another student or member of the staff of the higher education institution to harassment or sexual harassment of the kind laid down in Chapter 1 Section 4 of the Discrimination Act (2008:567).

Harassment refers to conduct that violates a person's dignity, and that is connected to any of the grounds of discrimination: sex, gender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. Sexual harassment refers to conduct of a sexual nature that violates a person's dignity.

The University can only warn or suspend a student found guilty of subjecting another student or employee at HKR of harassment or sexual harassment, if it takes place within the framework of HKR's activities. The legislative history of the Swedish Discrimination Act, and its predecessor, indicates that the harassment does not need to take place within the University premises – disciplinary measures can also be invoked if the harassment took place at, for instance, a work placement. However, events of a purely private nature, for example incidents that take place when students meet at a students' union pub, are not covered by the Ordinance.

6.1 What to include in the report

Incidents and experiences are to be carefully documented on an ongoing basis as they take place. The documentation is to be enclosed with the report, together with any other material relevant to the case. The report is to include the information requested on the form. A report of harassment is to be preceded by a consultation with a legal officer.



Rules for written exams

The Vice-Chancellor has decided that the following rules shall apply in exams at Kristianstad University.

1. The examinee shall comply with the invigilator's instructions and take the seat shown by the invigilator.
2. Outer garments, bags and pencil boxes must not be brought to the exam seat but be kept at a place shown by the invigilator.
3. Mobile phones and other technological equipment must be switched off and must not be brought to the exam seat. Permitted aids, see item 7.
4. When several different exams take place simultaneously in the exam room, it is the examinee's duty to see to it that s/he receives the right exam paper.
5. All exams start at the appointed time. Anyone arriving more than 30 minutes late forfeits the right to take the exam.
6. Examinees must not leave the exam room during the first 30 minutes of the exam. This also applies to anyone intending to hand in a blank exam paper.
7. Permitted aids in an exam are stated either on the exam cover sheet or on the exam paper. Other aids must not be brought to the exam seat. The University provides ruled or squared writing paper.
8. Only in exceptional cases may an examinee borrow aids from other examinees. The invigilator arranges such loans. Borrowing a pocket calculator is not permitted.
9. Cheating is reported and can lead to suspension without a grade. The Vice-Chancellor processes cases of cheating. Decisions on suspension are made by the Disciplinary Board.
10. Everybody shall finish the exam at the end of the exam time. Extra time is not permitted.
11. At invigilated exams, students are obliged to present an approved photo ID of themselves when handing in the exam paper. Failure to do so may forfeit the student's right to have their exam marked. There is a possibility for lecturers to verify a student's identity at the time of the exam by signing the "ID missing" form, in which case the exam can be marked. It is also possible for the invigilator to take a picture of a student who lacks a valid ID and send the photo to the exam coordinator via MMS or email. The student must subsequently present an approved photo ID to the exam coordinator as soon as possible after taking the exam.

If there is difficulty determining the student's identity due to their apparel (e.g. veil or other head covering), the ID verification procedure is to take place in a separate

room in the presence of two university staff members. The staff members present must be of the same sex as the student concerned.

If the student's identity cannot be verified either by means of a photo ID or by a certificate from the lecturer, the written exam and the missing ID form are collected by the exam coordinator. The exam is then kept by the exam coordinator in a safety locker.



Management rules concerning disciplinary matters at Kristianstad University

At Kristianstad University, a suspected disciplinary offence is to be processed as follows:

Basis for the report

Suspected attempt to deceive

1. A person with a founded suspicion about an attempt to deceive has a duty to report it. If needed, to determine whether or not a suspicion is founded, a conversation with the student is to be held, for the purpose of understanding the student's knowledge and intentions with regard to the examination. The conversation is to be held by the person who suspects an offence, and result in a decision to remove the suspicion or, if the suspicion is founded, file a report. A founded suspicion of deception is to be reported promptly to the Vice-Chancellor.
2. A person with a founded suspicion is to inform the student that a report will be filed, and notify the programmes coordinator (POA) about the suspicion and the forthcoming report.

Disrupting activities in the library or other separate establishment

3. Activities that disrupt are to be carefully documented in an official note. Any incidents that take place after the report has been filed are to be submitted to the registrar.

Harassment

4. A report of harassment is always to be preceded by a consultation with a legal officer. The actions on which the report is based are to be carefully documented in an official note. Any incidents that take place after the report has been filed are to be submitted to the registrar.

Report, investigation and decision

5. A report of a suspected disciplinary offence is to be made on a special form, and any supporting documents to the report are to be attached as enclosures. The report is always to include a detailed description of the matter. The easiest way to submit the report is via email, which is to be sent to the registrar. The registrar will then forward the report to a legal officer and, in the case of deception or disruptive activities, also to the POA and coordinator.

6. The legal officer will investigate the matter and give the student the opportunity to comment on the report. The coordinator will contact the students and offer to set up a meeting.
7. As part of the investigation, the legal officer may summon the student, a teaching staff representative, a student representative, and possibly the Vice-Chancellor, to a meeting to go over the circumstances surrounding the suspicion.
8. Once the matter has been sufficiently investigated, the legal officer is to present the case to the Vice-Chancellor.
9. The Vice-Chancellor will determine whether or not the circumstances justify the matter to be dismissed without further action, to call for a warning from the Vice-Chancellor, or to be referred for review by the Disciplinary Board.

If the matter is dismissed without further action, or calls for a warning

10. A decision is to be drawn up and signed by the Vice-Chancellor. The student, teaching staff member and POA are to be notified in writing.

If the Vice-Chancellor decides to issue a warning, the student has the right to demand the decision be reviewed by the Disciplinary Board. The student is to be informed of this right in the decision.

If the matter is referred to the Disciplinary Board

If a matter is referred to the Disciplinary Board, the Vice-Chancellor, after consultation with the legally qualified member, can immediately suspend the student from the activities at HKR. A decision on interlocutory suspension shall apply until the Disciplinary Board has reviewed the matter, but for no longer than one month.

11. The board is to be convened and the student concerned summoned. The person who filed the report is to be summoned, unless it is clearly unnecessary. If the Vice-Chancellor believes that it is important for the outcome of the case, others might also be summoned to provide the information they have on the matter. The POA is summoned if the nature of the matter requires it. The exam invigilator who reported cheating or disruption at the exam is summoned if necessary.

Meeting agenda of the Disciplinary Board

12. The Vice-Chancellor introduces the members of the Disciplinary Board to the student.
13. The legal officer presents the matter at hand.
14. The student and any other summoned persons have the opportunity to state their opinions about the report to the board.
15. The board has the opportunity to ask questions to the summoned individuals.
16. The people summoned exit the room so that the Disciplinary Board can deliberate in private.
17. The student and all other in attendance are reconvened, and the board's decision is communicated verbally.

Processing the matter after the Disciplinary Board meeting

18. A written decision is drawn up and sent to the student, the person who filed the report, and the POA.
19. If the decision involves suspension, the National Board of Student Aid (CSN) is to be informed (in accordance with HEO Chapter 10, Section 13), as well as the University IT Service, Production Unit, LRC and the Ladok officer.
20. In connection with issuing the student with a warning or a suspension, he/she is to be informed of how the decision can be appealed.

Composition of the Disciplinary Board

- Vice-Chancellor, chair
- Legally qualified member who holds or has held tenure as a judge
- Two teaching staff representatives
- Two student representatives

The meeting is also attended by the secretary and the legal officer who serves as rapporteur.



Action plan concerning academic integrity 2016–2017

Kristianstad University's measures to combat plagiarism and deception are to be based on a holistic approach. The priority is on prevention, but the measures are to serve to prevent, combat and follow up on disciplinary matters. The objectives of the Action Plan are to be followed up through policy decisions and evaluated through quality assurance scorecards. A new plan will be adopted in autumn 2017.

Measures to prevent deception

Information

1. Procedures for how students are informed of, and given the opportunity to discuss, legislation on how to manage disciplinary matters are to be drawn up for all study programmes and contract education.

Responsibility of: Programmes director (POA) in consultation with the administrative manager

Implementation: 2016

2. Procedures to review the quality of course syllabi are to be drawn up, informed by requirements of fair assessment.

Responsibility of: Programmes boards

Implementation: 2016

3. The possibility of implementing University-specific or subject-specific rules on academic writing, to complement the programme-specific work, is to be reviewed.

Responsibility of: "First Year Experience" (FYE) project

Implementation: 2016

4. Every exam is to include a description that specifies in detail the rules that apply and, if applicable, the requirements placed on the student with regard to academic writing. This is to be stated in course syllabi or other documents, such as study guides. If the course syllabus is complemented by a study guide or similar, it is to refer to such documents.

Responsibility of: The programmes director (POA) for the course descriptions and the programmes boards for revisions to the course syllabi.

Implementation: No later than 2017

5. Every assessment is to be preceded by a consideration of which aids and, when applicable, which forms of collaboration are to be permitted, as well as what is to be required with regard to the design and structure, e.g. reference management.

Responsible: Examiners

Implementation: 2017

Training for students and staff

6. All programmes are to develop training programmes to introduce students to what it means to be assessed in higher education. The introduction is to be characterised by openness, trust and transparency, and answer questions about the rules of permitted and prohibited aids, forms of collaboration, and use of texts, as well as how students can safely present their approaches.

Responsibility of: Programmes director (POA)

Implementation: By 2017

7. Study programmes are to create opportunities for students to, in a “safe environment”, practise their writing skills within different academic genres, based on both general and discipline-specific rules. A “safe environment” is an environment in which students can practise and make mistakes without being suspected of attempting to deceive, e.g. that students use text comparison tools to receive feedback on their work, or that students practise writing individual reports based on group work without being suspected of participating in prohibited collaboration.

Responsibility of: Programmes director (POA)

Implementation: By 2017

8. All staff members are to be offered training in the application of text comparison services and analysis of results.

Responsibility of: LRC

Implementation: Continuous process starting in 2016

9. The courses in teaching and learning in higher education are to have a component about examination procedures in accordance with the due process of law, which includes working with disciplinary measures. The courses are also to include components that address the design of the assessment of student performance, in the light of attempts to deceive.

The courses are also to include discussions of problematic cases in which staff are given the opportunity to discuss the rules and delimitations.

Responsibility of: LRC

Implementation: By 2017

10. Training is to be held for invigilators once a year.

Responsibility of: Student services office, in collaboration with LRC with regard to students with disabilities.

Implementation: Start 2016

11. Role-play exercises focusing on critical situations are to be developed to support the work of managing ethical issues related to the assessment.

Responsibility of: LRC

Implementation: By 2017

Assessment procedure

12. Course syllabi and course descriptions are to be reviewed in terms of their quality and transparency with regard to their description of different forms of assessment.

Responsibility of: Programmes boards

Implementation: By 2017

13. Tools for assessment are to be developed and their quality reviewed based on the recommendations included in the report by the Swedish Higher Education Agency

report “Rättssäker examination, andra omarbetade upplagan” [Fair assessment, 2nd revised edition] (2008:36 R).

Responsibility of: Examiners

Implementation: By 2017

14. Tools for assessment are to be developed and their quality assured based on how the rules about permissible aids, collaboration and reference management can be justified on the basis of the established objectives of the assessment.

Responsibility of: Examiners

Implementation: By 2017

Measures to combat deception

15. An overview of the exam rooms is to be conducted, and their suitability for different forms of examination is to be confirmed.

Responsibility of: Head of administration

Implementation: By 2017

16. A review of the procedures and guidelines is to be conducted, so that the access to online communication and local networks, and the opportunity to store data, can be adapted to the examination requirements.

Responsibility of: Head of administration and head of IT

Implementation: By 2016

17. Only trained exam invigilators are to be used.

Responsibility of: Head of the student services office

Implementation: By 2016

18. Methods to prevent deception during exams, such as plagiarism, colour coding of papers etc. are to be developed, based on research and proven experience.

Responsibility of: Head of the student services office

Implementation: By 2016

Measures to detect deception

19. There is to be centrally drawn up material providing advice and instructions on how to detect deception for different forms of examination.

Responsibility of: Head of administration

Implemented by: 2016

20. All second cycle papers/degree projects are to undergo text comparisons in connection with being submitted for final assessment. Grading is not to take place before text comparison has been completed.

Responsibility of: Examiners

Implementation: By 2016

21. Guidelines and procedures for checking the students' data collection procedures are to be drawn up, e.g. by requiring documentation of their information search logs, in order to verify their process when writing their papers.

Responsibility of: LRC

Implementation: By 2017

Measures to follow up suspicions of deception

22. Guidelines on how to investigate disciplinary matters are to be drawn up.

Responsibility of: Head of administration

Implementation: By 2016

23. Disciplinary matters are to be followed up with regard to the management of the student, processing time, investigation procedure, the practice of choosing and invoking disciplinary measures, and appeals procedures.

Responsibility of: Head of administration

Implementation: By 2017