

TU/e Examination Regulations 2015-2016

Chapter 3 Cheating and measures to prevent cheating

Students of the TU/e are expected to conduct themselves in accordance with the values and standards of academic practice, as set out in documents including the TU/e Code of Conduct for Academic Practice and the TU/e Education Fraud Policy. Obviously this means that students must not, for example, commit any form of fraud, including data falsification, plagiarism and deliberate attempts to influence the result of an examination.

Article 3.1 Cheating

- Cheating in tests and in applications for exemptions and examinations comprises any action or failure to act on the part of a student that makes it partially or completely impossible for the examiner to form an accurate opinion of his or her knowledge, understanding and skills, and/or deliberate attempts on the part of a student to influence any part of the examination process for the purpose of influencing the results of the examination.

The following are examples of cheating:

a. identity fraud, for example:

- when a student actively offers his/her work to others, who might then submit it as their own work;
- when a student uses a clicker belonging to another person, or uses more than one clicker
- simultaneously during an interim test/final test;
- using another person's proof of identity;
- when a student lends his/her proof of identity to someone else;

b. uses (or has access to) unauthorized resources and/or aids during an examination, such as the internet, a mobile telephone or any other type of media-carrying device.

During written or oral examinations, the following actions will in any case be deemed to constitute fraud or attempted fraud:

- having a mobile telephone or any other type of media-carrying device on your desk or on your person;
- using, or attempting to use, unauthorized resources and aids, such as the internet, a mobile telephone, etc.;
- having any paper at hand other than that provided by TU/e for the test, unless otherwise indicated;
- visiting the toilet (or going outside) without permission or supervision;
- copying (in any form).

c. fraud in research projects, graduation reports and project reports, in any case:

- identity fraud;
- falsification of research data.

d. Plagiarism is a specific type of fraud. In these Regulations, plagiarism is taken to mean:

- using or copying another person's texts, data or ideas without providing a full and correct source reference;
- presenting as one's own work or ideas the structure or central premises from sources of third parties, even when reference is made to other authors;

- the failure to indicate clearly in a text, for example by means of quotation marks or a specific format, that other works are quoted literally or almost literally, even if a correct source reference is provided;
- paraphrasing another person's text without providing a proper source reference;
- copying other persons' media files (or parts thereof) or other sources, software source codes, models and other diagrams, and passing them off, without source references, as one's own work;
- submitting text that has been submitted before (or text that is similar to it) for assignments n other study components, without source references;
- copying the work of another student and passing it off as one's own work
- submitting assignments that have been obtained from a commercial institution or written by someone else, whether or not for payment.

Depending on the actual circumstances of the case, other conduct may be regarded as plagiarism.

e. When ascertaining whether serious fraud has been committed, the following aspects should be considered:

- the frequency of the fraud: three or more incidents in the space of one year,
- and/or the fraud was deliberate,
- and/or a form of identity fraud was involved,
- and/or fabricated or falsified research data were entered in a research project, project report, Master's thesis or Bachelor's final project,
- and/or the fraud was 'complete' plagiarism,
- and/or repeated offenses involving:
 - * fraud committed by entering fabricated or falsified research data in a research project, project report, Master's thesis or Bachelor's final project,
 - * fraud during inspection,
 - * identity fraud,
 - * complete plagiarism.

Article 3.2 Complicity

1. In cases of fraud, sanctions may be imposed not only on the perpetrator but also on others who are complicit in the fraud.
2. Students shall in any case be deemed complicit if they permit other students to copy their work, and/or cooperate in this.
3. If a joint author of a paper commits plagiarism, the other authors shall be deemed complicit if it can be reasonably assumed that they should or could have been aware of the plagiarism.

Article 3.3 Plagiarism detection

The Examination Committee is authorized to check submitted work for plagiarism, and may use detection programs for that purpose. When plagiarism is confirmed, the Examination Committee can decide to check whether work previously submitted by the student contains plagiarism and, if this is the case, it can impose sanctions for previous plagiarism.

Article 3.4 Powers of the Examination Committee/Executive Board

1. The Examination Committee of the program in which the student is enrolled may deny the student the right to take one or more examinations or final examinations during a period to be set by the Examination Committee, lasting for a maximum of one year. The Examination Committee can proceed with such action if it suspects that cheating has occurred.

2. In the event of serious fraud/cheating, the Examination Committee of the degree program in which the student is enrolled can request the Executive Board to terminate the student's enrollment. The Executive Board can, on the basis of a proposal by the Examination Committee, definitively terminate the student's enrollment.

Article 3.5 Procedure

1. In the event that an examiner or proctor discovers or suspects cheating, either before, during or immediately after the examination, the examiner or proctor shall record this in writing and establish a file as soon as possible. If requested by the examiner or proctor, the student in question must present any evidence required. Refusal to do so has to be mentioned in the report. The student in question may be immediately excluded from further participation in the examination and required to leave the exam room. In any incidence of fraud, a completed examination will not be assessed/graded until the Examination Committee has made a judgment.
2. The student in question shall be given the opportunity to add written comments to the written report of the examiner/proctor.
3. The examiner will send the report to the Examination Committee of the program in which the student is enrolled and, where applicable, to the Examination Committee of the program to which the study component for which the examination in question was administered belongs, as soon as possible, together with the student's written comments, if provided.
4. It will then be up to the Examination Committee of the program in which the student is enrolled to take any measures it considers appropriate in the case in question. In reaching a decision, the Examination Committee shall take account of the protocol for supra-departmental fraud (see Annex 2 of these Regulations).
5. The Examination Committee for the program in which the student is enrolled can then exercise its powers in accordance with Article 3.4 of these Regulations.
6. Before taking a decision based on paragraph 5, the Examination Committee shall give the student in question an opportunity to be heard.
7. For the implementation of this current Article, examinations also include practical exercises that are concluded with an examination.

Annex 2 to Article 3.5, paragraph 4, of the Examination Regulations 2015-2016

Protocol for cases of fraud relating to study components that transcend individual study programs.

Due to the introduction of the Bachelor College, there are several study components that transcend individual study programs. These include the basic subjects, USE components and electives. When students from different Bachelor's programs commit fraud in these study components, the matter is dealt with by several Examination Committees.

The protocol applies if students from different degree programs are suspected of cheating in one and the same study component.

Protocol:

1. Fraud is suspected.
2. The examiner or, in the event of a written examination, the proctor, writes a clear and concise report of the established fraud/cheating.
3. The examiner ensures that any reports of cheating are handed to the Examination Committee of the program that organized the examination.
4. Chaired by the Examination Committee of the organizing program, an ad-hoc committee will be formed, consisting, in principle, of one member of each Examination Committee involved.
5. This ad-hoc committee shall coordinate the fraud case and (if necessary) organize a hearing to hear all the students concerned. In principle, at least one member of each of the Examination Committees involved must attend the hearing. In the event that more than 10 students have committed fraud during the same study component, a hearing will only be held if a student requests it.
6. Following the hearing, the ad-hoc committee shall, in mutual consultation, reach a recommendation on the sanction to be imposed (where applicable) and shall inform the relevant Examination Committees accordingly.
7. In principle, the Examination Committees involved adopt the recommendation on the sanction to be imposed. If this is not the case, the ad-hoc committee and the Advisory Committee on Bachelor's program examinations (AEB) must be informed, stating the reasons for not adopting the recommendation.
8. The sanction shall be imposed by the Examination Committee for the program in which the student who has committed the fraud is enrolled.
9. The aim is to complete this procedure no later than four weeks after the fraud has been reported to the Examination Committee.