

## Ethical guidelines

The following guidelines were approved by the board of the Faculty of Science on 7 December 2007 and revised September 16, 2009. The guidelines have been drawn up in order to underline how important it is that everyone takes responsibility for the work that he or she carries out. It is in the interests of both teachers and students that the atmosphere is open, characterised by trust and mutual confidence, while at the same time characterised by high quality and a sense of responsibility. One of the consequences of this is that anything presented as one's own work really must be one's own work. If others have contributed to the work this must be clearly stated.

### Examination

The term "examination" is here used to denote all forms of assessment of student work, which is part of the requirements to pass the course. The syllabus for a course sets out how the examination should be done. The examination is designed on the basis of the learning outcomes stated in the curriculum and on the basis of the grading criteria that are distributed at the start of the course. The teacher is to strive to set tasks of a reasonable level of difficulty, tasks that do not tempt students to copying (plagiarism) or other forms of improper conduct. The teacher is to assess the achievements of the students in a fair and objective manner.

Extract from the University's rules for formal examinations are given overleaf. At each exam opportunity the examination papers are to contain clear instructions concerning the aids that are permissible during the examination.

Other forms of examination such as the writing of essays, examination outside of a formal setting, and other written presentations such as reports of practical laboratory work are based on trust. These forms require a high level of responsibility from the students. The teacher is to provide clear instructions concerning the degree of independence that is expected. It is not permitted to copy text. Each student, unless otherwise specified, is to write his or her own text (or equivalent). Using someone else's text into their own without indicating the source of the borrowed text is plagiarism. Plagiarism is also to copy someone else's text and rewrite the text in some parts, add some own formulations, and so on. All sources of all types that have been used are to be listed as references, footnotes and/or a list of sources. If information or ideas have been obtained from another person or source, this must be clearly stated. If individual sentences from other texts are used as a quote, they must be enclosed in quotation marks and the source indicated as a reference. Note that this also applies to your own previously published text.

When working in a group, each member of the group is to contribute to the work in a similar manner. Normally, each member of the group must be able to describe the task at an overall level.

There may be certain elements of a course at which attendance is compulsory. The curriculum will make it clear if there are any such elements. Attendance is to be checked by using attendance lists, or by another method. It is not permitted to make it seem that a person has been present even though he or she has been absent (by writing a fellow student's name on an attendance list, for example).

### Disciplinary measures

The University management takes dishonest conduct and plagiarism very seriously, and any suspicion of such must be reported to the head of department or director of studies at the department. The head of department or director of studies is to investigate the events, and report any suspicious cases to the university vice-chancellor.

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### **Extract from Rules at Stockholm university:**

#### **1. The responsibility of the examinee to comply with the regulations**

The examinee shall comply with the invigilator's instructions and orders. The examinee shall allow the invigilator to check identity documents and any material brought to the examination room.

#### **2. Identity inspection and signature**

The examinee shall present approved identity documents. Approved identity documents include a driving licence, a passport and an ID card with current validity. Approved identity documents also include a report to the police stating that the examinee's ID document has been lost or stolen. This report may not be more than three months old. Foreign identity documents, preferably passports and ID cards, will also be approved. The examinee shall write his/her name and personal identity number (or in the case of an anonymous exam other identification codes) according to the invigilator's instructions.

#### **3. Seating in the examination room**

Seating plans must always be posted before examinations take place in an examination room. The names of everyone who has registered for the exam must be written on these lists and it must be easy for the examinees to see which seat has been allocated to them. Examinees who have not signed up in advance will only be allowed to partake in the examination in as far as there is space and will be allocated seating by the invigilator. In the case of examinations with less than 25 examinees exception will be made from the rule of seating plans.

#### **4. Personal belongings**

The examinee shall comply with the invigilator's instructions as to where to put bags and other personal belongings. Mobile phones and other prohibited technical equipment shall be turned off during the examination and stored with personal belongings.

#### **5. Assistive devices**

Only assistive devices or material that have been approved by the invigilator beforehand may be brought to the examination. In so far as an assistive device can store, render, or convey information, for example a calculator with a capacity to store data, the prerequisite for approval also applies to information that is in, or can be rendered or conveyed by, the device. It is particularly important to emphasise that mobile phones may never be approved of as assistive devices.

#### **6. Paper**

Examinations may only be written on paper that is handed out by the invigilator. This also applies to scrap paper.

#### **7. Prohibition to leave the examination room earlier than after 30 minutes**

An examinee who does not wish to complete the examination may leave the examination room no sooner than after 30 minutes of the allocated time has passed. An examinee who turns up after 30 minutes of the allocated time has passed may only participate in the written exam on condition that none of the examinees in the examination room have been outside or left the examination room.



### **8. Prohibition for examinees to converse**

Conversation between examinees or between an examinee and an outsider, for example via a mobile phone, may not take place until all those who have participated in the examination have handed in their exam papers to the invigilator. This prohibition is applicable in the examination room as well as in the event of a visit to the lavatory.

### **9. Breaks and visits to the lavatory**

When the examination lasts for longer than five hours there shall be a 30 minute break. The invigilator shall tell the examinees which toilets may be used and the examinee shall comply with the invigilator's instructions.

### **10. Handing in**

The examinee may not take his/her examination with him/her out of the examination room but must personally hand it in to the invigilator. Note that even a "blank" examination must be handed in to the invigilator before the examinee leaves the examination room.

### **11. Obligation for anyone who has behaved in a disruptive manner to leave the room**

An examinee who has behaved in a disruptive manner must, on instruction from the invigilator, leave the room. Disruptive behaviour may lead to disciplinary measures.

### **12. Cheating**

An examinee who is suspected of cheating may continue to write the exam if the examinee presents and hands in the prohibited assistive device. The invigilator shall offer the examinee the opportunity to exchange the prohibited assistive device for an approved specimen. An examinee who refuses to present or hand in an assistive device may not continue with the examination. Any cheating and/or disruptive behaviour will be treated by the Vice-Chancellor, after having received a report from the head of department/director of studies, as a disciplinary matter.

### **13. In the event of fire alarm, bomb threat or the like**

In the event of fire alarm, bomb threat or the like the examinee shall comply with the instructions given by the invigilators. In such events evacuation of the examination room must always take place immediately and the invigilators will automatically be transformed into temporary evacuation leaders for the examination room. In the event of evacuation the examinees must be exhorted not to speak to each other in order, if possible, to be able to go back to writing after the fire alarm is over. The invigilator who is in charge shall, after consultation with the department, inform the examinees as to whether they may go back to writing the exam.