**Guidelines for processing cheating**

Cheating or attempts at cheating is a serious breach of trust in relation to the university college, as well as to fellow students.

Act relating to universities and university colleges of 2005 (<https://lovdata.no/dokument/NLE/lov/2005-04-01-15> ) has statutory provisions regarding cheating/attempts at cheating. Both cheating and attempts at cheating (henceforth referred to as cheating) can result in serious consequences for you as a student. Pursuant to the Act relating to universities and university colleges, cheating may lead to the annulment of the examination, expulsion from the institution for up to one year and you may also be denied the right to sit for examinations at all universities and university colleges in Norway. Complicity in cheating may also lead to exclusion for a corresponding period.

These guidelines describe what is meant by cheating and give examples of cheating for various forms of assessment. Part 1 covers what cheating is and the resulting consequences of cheating. Part 2 details the administrative procedure in cases of suspected cheating.

**Part 1. Cheating and its consequences**

**1.1 General information**

Before the exam, students should have access to information regarding which aids they will be allowed to use during the examination. Students should also have access to information about rules for citing and using source material, as well as other matters that are relevant to each exam. The information should be clear, provided in an easily accessible form and be written/web based. The individual student, in turn, has a duty to thoroughly study the information provided.

Rules relating to each form of assessment must also be expressed in the course description/study plan.

In exam and test situations, high standards of care are set for the students, and the individual student is obliged to familiarize himself/herself with the information provided in connection with the individual exam. The fact that the student does not know the regulations does not relieve responsibility.

**1.2 What is cheating?**

Section 4-7. Annulment of examinations or tests

(1) The board itself or the institution's appeals committee, cf. Section 5-1, may annul an examination, test or accreditation of a course if the student:

a) by using a forged diploma or by other dishonest means, has gained admission to the examination or test, or enrolment into the course in question, or

b) has intentionally attempted to cheat, or intentionally or through gross negligence has cheated in connection with the examination or test, or prior to the final grading of the examination or test, or while taking the course in question.

Cheating is not defined by law. Regulations relating to studies and examinations at the Western Norway University of Applied Sciences of 2019 (henceforth called regulations) § 12-1, says the following:

Section 12-1. Cheating and attempting to cheat

(1) The following, among other things, are considered to be cheating:

a. being in possession of examination support materials that are not permitted during the examination

b. presenting other people's work as one's own (plagiarism)

c. quoting sources or otherwise using sources in written work without sufficient reference to the source (plagiarism)

d. quoting or otherwise using one’s own previous examination work without sufficient reference to the source

e. acquiring access to the examination by cheating in coursework requirements, which are a condition for sitting the examination, or unjustly obtaining approval for participation through compulsory instruction or other coursework requirements

f. obtaining advantages to which the student is not entitled during examination or a course

g. unauthorised collaboration between examination candidates or groups

h. having another person take the examination for you

(2) A student may be deemed to have cheated from the time the examination or assessment has begun. For provisions governing when an examination has begun, see Section 11-13.

**Examples of what may be considered cheating / attempted cheating under these guidelines (the list is not exhaustive)**

a) Examination under supervision:

In connection with a written examination under supervision, the examination paper itself must state which aids are allowed. Aids beyond this are considered illegal aids. It is sufficient that the aids have been available during the examination - it is not decisive whether the student has actually used/tried to use them, for it to be considered cheating.

Illegal aids can be:

• loose sheets and notes with curriculum-relevant content ("cheat sheets")

• inscribed/pasted text/insert sheets of professional interest in permitted aids, such as dictionaries, collections of laws or others

• own scrap sheets/introductory sheets with already "drafted/entered text"

• curriculum books or other relevant academic books that are not listed under permitted aids

• calculators that are not allowed

• electronic aids and mobile phones

It is also considered cheating to have illegal aids available during exams in areas outside the examination room itself. It is not allowed to communicate, orally or digitally, with fellow students or others inside or outside the examination room while the exam is in progress.

b) Examination without supervision, such as written home assignments, study requirements, project assignments, folders, master's assignments and other major assignments:

Cheating related to major assignments and home exams/folders (plagiarism) may, for instance, be:

• reproduction of material/material taken from textbooks, other academic books, journals, own or others' assignments, etc., which are presented in the text without reference to the source or clear indication that there are quotations. It is not sufficient that the sources are listed in the bibliography.

• submission or text retrieved from the Internet and published, in whole or in part, as one’s own submission

• submission that is used, in whole or in part, by a student from a previous assessment for which the student has obtained credits, without citing the source

• submission that is used, in whole or in part, is by another person from a previous assessment

• submissions that have been prepared, in whole or in part, by another person for the student

• submitted work of a practical or artistic nature, made by another than the student himself/herself

• collaborations that lead to submissions with substantial similarity of content and/or structure where individual responses are required

In case of individual answers, the students' work should be independent.

HVL uses the text recognition program Urkund to detect text similarities/plagiarism.

**1.3** **Consequences of cheating**

a) Annulment of examinations pursuant to Section 4-7, paragraphs 1 a and b of the University and University Colleges Act

The mildest form of reaction is the annulment of the exam, test or course approval.

Decisions on annulments are made by the Board of Appeal with a simple majority of the votes cast.

An exam that is annulled counts as one attempt.

b) Exclusion under Section 4-8, no. 3, of the University Act

Pursuant to Section 4-8 (3) of the University Act, a student who has cheated may be excluded from the institution and be deprived of the right to sit for exams at other institutions for up to one year. Such a decision is made by the Appeals Board with at least two-thirds majority.

Decisions about exclusion from one's own institution means that the student cannot follow any teaching and will not be allowed to take any examinations, during the period of approved exclusion. If the student is also banned from institutions under the law (institutions in Norway), then the student will not be eligible to sit for any exams at such institutions, for the duration of the exclusion period. Furthermore, the student's access to the institution's computer system and electronic learning support system will be blocked.

**Part 2 Proceedings**

**How is cheating detected?**

Cheating and participation in cheating can be detected in the examination room by the examiner or by other means of control, by the examiner under assessment, by the teacher or others when submitting assignments, at the notice of a fellow student or others, and after using the text recognition program Urkund.

**Student’s rights**

During the entire process, the student has the right to view the case documents and to explain themselves in writing and/or orally. However, the student is not obliged to explain. If a case concerning cheating, attempted cheating or complicity in cheating is brought, then the case is sent to the HVL Complaints Board for consideration.

The student has the right to use a lawyer or other assistant at HVL's expense, on a case-by-case basis. Attorney's expenses are covered by the public fee rate.

The decision of the Board of Appeal can be appealed within three weeks to the Joint Appeals Committee for Student Affairs. In complaint cases, the main rule is that the student has the right to have legal aid covered if the outcome of the decision is exclusion, but not if the outcome of the decision is cancellation.

Otherwise refer to chapter 12. of the regulations.