

May 2016

Disciplinary misconduct and inappropriate behaviour during the exams

Students that have inappropriate behaviour or commit any disciplinary misconduct during the exams will be reported to the Disciplinary Committee.

Disciplinary offences are:

- Cheating or attempting to cheat at the exams
- Helping other students to cheat during the exams
- Possession¹ of unauthorised material²
- Possession of mobile phones during the exams³

Some of the **penalties** of the Disciplinary Committee in the cases of cheating or attempting to cheat include failing the course or even getting expelled from the University.

¹ **Possession** refers to items:

- in your pockets, clothing or on any part of your person
- on your desk or chair.

² **Unauthorised Material:** refers to items not approved for the exam. Candidates are notified in advance by the instructor of the course for the items which are permitted into the exam. These items are also specified on the exam paper. In any case, please note that Pencil cases and calculator covers must be placed in the students' personal bags or in the place identified by the invigilators.

³ **Possession of mobile phones or other electronic communication or storage devices (including iPods, MP3/4 players, smart watches, tablets, etc)** is not permitted and mobile phones must be switched off during the exams and placed in personal bags. If a student does not have a personal bag, the mobile phone should be placed in a place identified by the invigilators. Students found with mobile phones or other electronic communication or storage devices (including iPods, MP3/4 players, smart watches, tablets, etc) will be referred to the Disciplinary Committee. **Mobile phones cannot be used as calculators or watches.**