

CHECKLIST FOR REPORTING SUSPICION OF DECEPTION IN CONNECTION WITH AN EXAMINATION

(DOES NOT APPLY TO WRITTEN EXAMINATIONS HELD ON CAMPUS)

Reports must be sent to the Registrar's Office for record-keeping and done using current digital form. Reports should include the following information:

1. Student's personal information
2. Information about the student's educational programme
3. Information about the offence
4. Description of the suspicions (e.g. unauthorised collaboration, unauthorised means, plagiarism)
5. Explanation of why the reporter suspects attempted deception and how suspicion has been aroused (e.g. after checking Urkund or in comparison the Internet/other students, after manual analysis). How many credits are relevant for the student's submitted work? From which primary source is the plagiarised material obtained (e.g. other student's work/literature text)?
6. In cases of suspicion of plagiarism, printed texts/images/diagrams/design products from which the plagiarism is suspected to have taken place are to be attached, with clear markings where copying has taken place.
7. The student's work must be attached to the report as a copy, not in the original.
8. Examination instructions - refers to both written and oral information that has been provided to students regarding the rules in force for the examination in question (e.g. relevant excerpts from study guidance)
9. Syllabus for the relevant course
10. Notes from any conversations with the student and/or copies of any mail correspondence
11. Relevant LADOK documentation
12. Information about the need for an interpreter or if the student is English-speaking
13. Presentation of the student's study situation in the near future
14. Other information that may contribute to the investigation

