

## 10. Cheating and disciplinary measures

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### 10.1 Cheating and plagiarism

#### *Important concepts*

#### *What is cheating?*

#### Examples of *cheating*:

- using prohibited aids during written examinations;
- altering an already assessed examination;
- unauthorised collaboration between students regarding individual written assignments;
- copying other students' assignments;
- including extracts without citing a source;
- fabricating information, i.e. making up facts without evidence;
- falsely stating presence at compulsory teaching components;
- claiming false study performance relevant to credit transfer assessment.

In order for something to be considered cheating, it must be misleading, which requires intent. The student in question must have intentionally tried to deceive the teacher.

This requires the following:

- the student was deliberate (did not make a mistake or act carelessly);
- the student knew that the conduct in question was prohibited and
- that it was included in an examination or other task with the aim of assessing study performance.

#### *What is plagiarism?*

*Plagiarism* is copying another person's texts or reproducing tables, images and other illustrations without naming the source. Plagiarism is also reproducing a text thoroughly without marking it as a quote, even if the source is stated.

#### *Policy*

SLU's objective is to allow students to have an independent and critical approach to knowledge as well as develop general expertise in preparation for their professional careers. One student-activating tool is pedagogy – it develops students' ability to find, assess and use information in a critical and scientific manner. Both the objective and working method require good knowledge of rules for academic writing.

Both student and teachers require clear guidelines, especially in connection with various forms of examination.

All suspicions of cheating must be followed up with appropriate measures. See section [10.3 Discover and intervene](#).

During follow-up, the following aspects should be described and analysed:

- How many first-cycle programmes acknowledge cheating and plagiarism issues during the first academic year? Is Urkund used as early as the first or second term?
- How many second-cycle programmes acknowledge cheating and plagiarism issues during the first academic year?
- In how many degree courses have students been provided with detailed information on the issues with plagiarism?
- Which teaching activities have been carried out?
- Is information on the work with cheating and plagiarism available, and are teachers familiar with procedures?
- How many matters have been submitted to the disciplinary board?

### *National regulations*

Disciplinary measures can be invoked against students who use prohibited aids or other methods to attempt to mislead during examinations or other forms of assessment of study performance.<sup>1</sup>

The Swedish Higher Education Authority (UKÄ) divides these measures into the following categories:

- cheat sheets and prohibited aids
- unauthorised collaboration
- plagiarism and fabrication
- falsifying documents.

Plagiarism is always wrong and can be considered cheating if it is assessed to have been done consciously in order to mislead in the assessment of a study performance.

It must be made clear what the student personally produced and what has been taken (and possibly revised) from other sources. This is done by applying the correct citation and source-using technique. If a person uses another's text verbatim, this must be done using quotes – which must be framed by quotation marks or otherwise marked in a clear manner – and followed by a reference or note. Insufficient reference management can be considered cheating.

A student must also source reference their own material. If a student uses something they have written previously, for example in an essay or other course, they must include a reference to it.

### *Who is responsible for what?*

The vice-chancellor is primarily responsible for ensuring that SLU has a long-term prevention plan for cheating and plagiarism.

The Board of Education is responsible for designing the work against cheating and plagiarism. The library, in cooperation with the Educational Development Unit (EPU) are responsible for publishing information on cheating and plagiarism on the SLU web. Programme directors of studies are responsible for spreading this information within their respective programmes.

Everyone working at SLU are obligated to follow the Higher Education Act and Higher Education Ordinance, and to work toward the objectives in the work against cheating and plagiarism. Course coordinators and examiners, especially those responsible for introductory programme courses and independent projects (degree projects) have a great operative responsibility to implement SLU work against cheating and plagiarism.

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<sup>1</sup> Higher Education Ordinance (1993:100) Chapter 10, Section 1.

Students are obligated to carry out examination components honestly in order to enable correct and fair assessment of their study performance.

## 10.2 Inform and prevent

### *Policy*

Information on cheating and plagiarism must be conveyed in various forms to all persons affected. It must be available on relevant SLU webs, e.g. the staff, student and library web. Students and teachers must be made aware of this information at relevant times, e.g. in connection with larger student assignments, written assignments or similar.

Teaching staff should use the following tools to prevent cheating and plagiarism:

- mindful pedagogy;
- clear instructions for written assignments and independent projects (degree projects);
- well thought-out examination formats.

### *Recurring activities*

<i>Content activities</i>	<i>Responsibility</i>
Confirm that they have read the policy and action plan against cheating and plagiarism in connection with collecting their AD-login information during web registration.	Student
Publish information on cheating and plagiarism as well as how to reference properly on the SLU web. It must also be possible to use self-instruction study material on cheating and plagiarism.	The SLU library and the Educational Development Unit (EPU)
Inform all programme students during their first year on the rules for plagiarism and offer an introduction to academic honesty and references. This applies to courses at both first- and second-cycle level.	Programme directors of studies with the SLU library
Ensure that all programme students carry out a written assignment and run it through Urkund during their first academic year. The Urkund results are then discussed with the teacher.	Course coordinators, programme directors of studies
Offer specialised teaching on how to write references in combination with research strategies, source criticism and copyright in connection with SLU degree programmes.	Programme directors of studies with the SLU library
Offer individual supervision of academic writing through the Centre for Academic Language.	Library

<i>Important activities</i>	<i>Responsibility</i>
Teach academic writing.	Course coordinator, programme directors of studies with the SLU library
Provide exchange students and other freestanding students (not studying a programme) information on plagiarism rules for relevant courses.	Course coordinator

<i>Teacher activities</i>	<i>Responsibility</i>
<ul style="list-style-type: none"> <li>Teaching higher education courses</li> <li>Grade course/lecture/teachers' lunch/seminar (following requests)</li> <li>Urkund workshops (following requests)</li> </ul>	Unit for Educational Development (EPU)

*Who is responsible for what?*

- Programme directors of studies are responsible for informing their students and teachers about this policy and action plan, and for possibly adjusting their programme subjects.
- Course coordinators must remind their students about the policy and action plan for cheating and plagiarism, as well as special applications to current courses.
- The SLU library and the Educational Development Unit (EPU) are responsible for information on the SLU web as well as organising joint activities.

### 10.3 Discover and intervene

*Important concepts*

SLU offers special software for text matching (*Urkund*) to help discover cheating and plagiarism.

*SLU rules*

*Discovering cheating*

All independent projects (degree projects) at SLU must be checked for plagiarism in *Urkund* before receiving a pass grade. See chapter 9. [Independent project \(degree project\)](#).

Any work submitted by students at SLU may be sent through *Urkund* for review.

*Measures against cheating*

If there is reason to suspect cheating or plagiarism, the head of department at the responsible department must report this to the vice-chancellor as soon as possible. The student's conditions and the specific course requirements and prerequisites must be taken into consideration. See section [10.4 Disciplinary measures](#) and [Riktlinjer vid misstanke om fusk och andra disciplinära frågor inom utbildning vid SLU](#) (guidelines for suspicion of cheating and other disciplinary issues relating to education at SLU – only in Swedish).

*Who is responsible for what?*

The examiner is responsible for ensuring that student assignments are sent to *Urkund*, but operative implementation normally occurs when the student delivers material to their supervisor.

If there is reason to suspect cheating, the head of department at the responsible department must report this to the vice-chancellor as soon as possible, and keep the following things in mind:

- The examiner for the course in question must always be informed.
- The programme director of studies in question must always be informed if the matter concerns a programme student.
- Before reporting the matter, the faculty programme director can provide support on the matter.

#### *Links*

[Urkund \(tracking plagiarism\)](#)

[Riktlinjer vid misstanke om fusk och andra disciplinära frågor inom utbildning vid SLU \(guidelines for suspicion of cheating and other disciplinary issues relating to education at SLU – only in Swedish\).](#)

## 10.4 Disciplinary measures

### *Important concepts*

Section [10.1 Cheating and plagiarism](#) states what is considered *cheating* and when it can lead to disciplinary measures.

Teaching, examinations or other activities relating to education may not be disturbed. See section [3.2 Teaching environments](#).

The SLU equal opportunities plan states that there is zero tolerance for discrimination, harassment and other victimisation at SLU. This includes both students and employees.

### *National regulations*

“Disciplinary measures may be invoked against students who:

1. use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance;
2. disrupt or obstruct teaching, tests or other activities within the framework of courses and study programmes at the higher education institution;
3. disrupt activities in the library of the higher education institution or other separate establishments at the institution, or
4. subject another student or member of the staff of the higher education institution to harassment or sexual harassment of the kind laid down in Section 4 of Chapter 1 of the Discrimination Act (2008:567).”<sup>2</sup>

“Disciplinary measures may not be invoked more than two years after the offence has been committed.”<sup>3</sup>

“If there are grounds for suspecting that an offence of the kind laid down in Section 1 has been committed, the vice-chancellor shall be notified promptly.”<sup>4</sup>

### *Who is responsible for what?*

The head of department at the responsible department reports the matter to the vice-chancellor. Thereafter, the vice-chancellor determines whether the matter will be referred to the disciplinary

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<sup>2</sup> Higher Education Ordinance (1993:100) Chapter 10, Section 1.

<sup>3</sup> Higher Education Ordinance (1993:100) Chapter 10, Section 1.

<sup>4</sup> Higher Education Ordinance (1993:100) Chapter 10, Section 9.

board at SLU for a hearing. The disciplinary board decides on the consequences after investigating the matter and interviewing the student.

#### *Instructions*

##### *Investigation period*

When a student has been reported on the suspicion of cheating, they will not receive any grades before the matter has been decided by the vice-chancellor or disciplinary board. However, the student can participate in other examinations during the investigation period.

An examiner can fail a student even though cheating has not been proven, but they are not allowed to appeal the vice-chancellor's assessment of the situation. Example: A student is suspected of cheating when caught with a cheat sheet before an exam. The student is subject to disciplinary consequences since there was intent to mislead. However, the student did not actually use their sheet – therefore, the offence must not affect the assessment of the exam they subsequently carried out.

##### *Suspension period*

The disciplinary measures for cheating are a warning or suspension for a maximum of six months. When suspended, a student cannot participate in examinations, lectures or other activities within the framework of their studies. In addition, they are not allowed to use university resources such as the library or IT services.

If there are scheduled exams during the suspension period, the student must wait until the next renewed examination session after the period ends.

#### *Links*

[Equal opportunities at SLU](#)

[Riktlinjer vid misstanke om fusk och andra disciplinära frågor inom utbildning vid SLU \(guidelines for suspicion of cheating and other disciplinary issues relating to education at SLU – only in Swedish\).](#)

[Guidelines for suspected harassment of a student in accordance with the Discrimination Act](#)