

# Disciplinary measures towards students at the University of Copenhagen (the regulations)

Pursuant to section 14 (9) of consolidated act no. 367 of 25 March 2013 on the University Act.

## *The regulations*

**1.** During their study programmes, students are expected to behave in a considerate manner, to show consideration for staff and fellow students, and not to inconvenience or harm others or damage their property or the property of the University.

(2) Students must comply with instructions issued by members of staff, as well as those stipulated in internal rules and on signs and notices.

(3) Breaches of the regulations may consist of exam cheating and other forms of unacceptable behaviour, e.g. disruption of teaching, noisy behaviour, violation of the smoking ban, non-compliance with rulings by a board of studies, breaches of the norms for contact with patients, threatening behaviour, harassment, vandalism, theft, forgery and violation of intellectual property rights.

## *Exam cheating*

**2.** In these rules, the term "exam" is defined as any form of test associated with a study programme at the University.

(2) While enrolled at the University, students must at all times comply with the general principles of good scientific practice and scientific honesty. Any breach of these principles will be considered exam cheating. Exam cheating is considered a serious breach of the regulations.

(3) Scientific dishonesty is defined as a serious breach of good scientific practice either committed wilfully or by gross negligence. However, a breach that is attributable to simple negligence on the part of a student is defined as a breach of good scientific practice.

(4) Breaches of good scientific practice and scientific dishonesty include students misleading others about their own performance or results.

(5) Breaches of good scientific practice and scientific dishonesty and exam cheating include:

- a) plagiarism, including reuse of own texts (self-quotation) without source references and quotation marks
- b) falsification
- c) fabrication
- d) unauthorised collaboration
- e) receiving help from others or providing help to others during a non-group exam
- f) using non-permitted materials
- g) exceeding the permitted time for the exam
- h) pre-existing knowledge of the exam assignment
- i) providing incorrect information regarding attendance

(6) Collusion in exam cheating is deemed to be on a par with cheating on own behalf.

(7) Attempted cheating will be treated in the same way as actual cheating.

(8) Students must also comply with all other rules and regulations – both internal and external – pertaining to exams.

(9) The University is entitled to use electronic means, such as plagiarism software, for the purpose of detecting cheating.

#### *Investigation of exam cheating*

**3.** The head of studies will investigate cases regarding exam cheating.

(2) If the head of studies, after investigating the matter, finds that a student has cheated in an exam, a report is submitted to the Dean (see section 2).

(3) If the Dean finds that the student has cheated, a report and recommendation are submitted to the Rector. The report must be written so that it can serve as the basis for the Rector's assessment and for consultation with the student. If the student does not understand Danish, the report must be written in English.

(4) Awarding of the student's grade is delayed pending a ruling in the case.

(5) The student is not allowed to sit for another exam in the course/subject element concerned until a ruling has been made.

#### *Investigating other disciplinary offences*

**4.** Cases involving forms of unacceptable behaviour other than exam cheating are investigated by the head of department if they relate to departmental matters, and otherwise by the Dean.

(2) If the head of department, after investigating the matter, finds that the student has committed a serious or repeated violation of the rules, a report is submitted to the Dean.

(3) If the Dean finds that a serious or repeated violation of the rules has occurred, the case is referred to the Rector along with a recommendation. The report must be written so that it can serve as the basis for the Rector's assessment and for consultation with the student. If the student does not understand Danish, the report must be written in English.

#### *5-13: Rulings (responses and consequences)*

##### *Alternatives to expulsion and annulment in cases of exam cheating*

**5.** The Dean is empowered to bring the case to a close or to forward it to the Rector along with a recommendation (see section 3 (3)).

(2) The Rector is empowered to bring the case to a close with a verbal or written warning.

##### *Alternatives to expulsion and annulment in other disciplinary cases*

**6.** The Dean can bring the case to a close by issuing an oral or written warning or by submitting it to the Rector along with a recommendation, pursuant to section 4 (3).

(2) Criminal offences detected at the local level must be reported to the Dean immediately.

(3) The Dean must submit a report to the Rector immediately.

(4) The Rector is empowered to bring the case to a close with a verbal or written warning.

(5) If the Rector considers there is a basis for it, a report is submitted to the police.

### *Expulsion from the exam*

**7.** The Rector can expel the student from the exam in which the cheating, attempted cheating, collusion in cheating or other breach of exam rules occurred (see section 2).

### *Consequences of expulsion from the exam*

**8.** Expulsion pursuant to section 7 means either that no grade is awarded for the assignment or that the grade is annulled.

(2) The exam from which the student is expelled counts as one exam attempt.

(3) At the subsequent exam, the student must submit a new assignment. The head of studies determines whether the assignment can be from the same range of subjects.

### *Expulsion from the University due to cheating*

**9.** The Rector is empowered to expel students from the University for cheating (see section 2).

(2) Expulsion from the University may be permanent or for a fixed period.

### *Expulsion from the University due to other disciplinary offences*

**10.** The Rector is empowered to expel students from the University when they grossly or repeatedly violate section 1 of these regulations.

(2) Expulsion from the University may be permanent or for a fixed period.

### *Consequences of expulsion from the University*

**11.** Expulsion pursuant to sections 9 or 10 means that the student's enrolment is terminated, his/her ID card, etc. is cancelled and must be returned, and that he/she is excluded from all courses and other activities at the University.

(2) Credits cannot be transferred in advance and final credits cannot be awarded for any study activities planned or undertaken at other educational institutions during the period of expulsion.

(3) If necessary, any diplomas issued will be annulled.

(4) At the end of the period of expulsion, the student may reapply for enrolment.

### *Annulment*

**12.** If it is ascertained that a student was admitted on the basis of incorrect or incomplete information, including with regard to previous programme elements passed at the same level, the Rector can annul the enrolment or make a ruling under section 6.

(2) In cases where irregularities are identified at the local level, the Dean submits a report to the Rector, which forms the basis for the Rector's assessment and for consultation with the student. If the student does not understand Danish, the report must be written in English.

(3) As well as the annulment, the Rector decides whether the student, after a specified period, will be allowed to apply to the University/faculty for admission/enrolment on the same or another study programme.

### *Consequences of annulment*

**13.** Annulment pursuant to section 12 means that the student's enrolment is terminated, his/her ID card, etc. is cancelled and must be returned, and that he or she is excluded from all courses and other activities at the University.

(2) Any exams passed and certificates issued are annulled.

(3) At the end of any suspension, the student may then apply to the University for readmission.

### *Reimbursement*

**14.** Sanctions imposed under these regulations do not give the student the right to a partial or complete refund, or any other form of credit, on tuition fees or similar payments.

### *Appeals procedure*

**15.** Students have two weeks to submit an appeal to the Rector about rulings made by the Dean under section 6 (1).

(2) Students may submit appeals about rulings made by the Rector under sections 5–13 to the Danish Agency for Higher Education, part of the Ministry for Higher Education and Science, if the complaint concerns legal issues (see, however, (3) and (4) below).

(3) The deadline for submission of appeals in cases of exam cheating is two weeks from the day on which the student is informed of the decision. The appeal is lodged with the Rector, who issues a report. The student has at least a week to comment on this report. The Rector then submits the complaint to the Agency along with the report and any comments.

(4) For other cases under these regulations, there is no fixed deadline.

### *Precedence*

**16.** The regulations are also published in Danish.

(2) In the event of any disagreements between the Danish and the English version, the Danish version takes precedence.

### *Date of commencement*

**17.** These rules come into force on 1 September 2014. The previous regulations (of 20 October 2004) concerning disciplinary measures will be repealed on the same date but will still apply to cases that occurred before the new regulations came into force.

University of Copenhagen, 27 June 2014

Ralf Hemmingsen  
Rector

/Dorrit Wivel  
Senior Executive Adviser

# Guidelines concerning disciplinary measures towards students at the University of Copenhagen

## *General points and relations to other rules*

In addition to these special regulations, general legislation also applies.

This means that compensation for any damage caused to the property of the University or others may be sought under the general rules for liability.

It also means that sanctions may be imposed under the general rules covering, e.g. theft, violence or forgery. Of particular importance to the management of the University are section 163 of the Penal Code (on making false statements to public bodies) and section 171 (on forgery).

Ignorance of the rules does not exempt students from liability.

The term 'students' is defined in its broad sense and includes all students, including those enrolled according to the standard procedures, visiting students, credit-transfer students, single-subject students and Open University students. In principle, PhD students are not covered by the rules concerning exam cheating, as any breach of good scientific practice on their part can be referred to the Practice Committee and the Danish Committees on Scientific Dishonesty. However, PhD students not employed by the University of Copenhagen must comply with section 1 of these regulations. Failure to do so can be penalised according to these regulations.

Students may be sanctioned according to these regulations regardless of whether the offence was committed intentionally or due to negligence.

A pending disciplinary case does not affect the students' right to continue their studies until a ruling is made on expulsion from the University.

## **Re section 1**

"Study programme" is defined in its broad sense and includes all activities associated with studying, e.g. introduction weeks, hospitals, general practice, field trips, etc., depending on circumstances.

All members of staff are entitled to issue orders or bans when there is good reason to do so. For example, a board of studies ruling that a student is not eligible to participate in a course is a ban with which the student must comply. Any breach of this would constitute a breach of these regulations.

The regulations cover damage or inconvenience caused by electronic means or by letter, even if the student or harassed individual is not physically on the campus. Harassing or libellous letters, e-mails, text messages, etc. are covered by the regulations, regardless of the sender's or receiver's address, if they pertain to the student's connection with the University.

## **Re section 2**

The reason for the definition provision in section 2 (1) is that the Exam Order (order no. 1518 of 16 December 2013) distinguishes between a test and an exam. During both their studies and the exams, students must comply with the general principles for good scientific practice and scientific honesty. This means that these principles must be respected regardless of the type of exam, dissemination of research results and actual research practice. Please note in particular that cheating in assignments that are considered a prerequisite for sitting for an exam will be treated as exam cheating.

If an assignment includes quotes and references – including of the student’s own previously assessed or published texts, etc. – source references and quotation marks must be used in accordance with good academic practice.

In addition to plagiarism, the concept of scientific dishonesty also covers falsification and fabrication, i.e. undisclosed construction of data or substitution with fictitious data, undisclosed selective or surreptitious discarding of own undesired results, undisclosed unusual and misleading use of statistical methods, and undisclosed biased or distorted interpretation of own results and conclusions.

Good scientific practice entails working in a way that ensures that the work can be re-examined. In other words, the basis for the student’s thinking and writing must be clearly visible to others. Readers must not be in any doubt about the nature of the student’s performance and results. When reproducing other people’s ideas, the reference must be faithful to the source. This means that the ideas or text referenced must be reproduced as accurately as possible. It also means that the student must respect a text’s copyright with regard to important points and formulations.

Any attempt to publish other people’s ideas or works as the student’s own will be considered exam cheating.

In general, a sufficient degree of independence is expected in the student’s work, so that the results, in both form and content, can be attributed to the student concerned. For example, it would be a violation of the rules if a student were to receive comprehensive help with literature searches, etc.

During the exam, it constitutes exam cheating if the student has unauthorised contact with other people, regardless of the medium used (in person or online, e.g. by e-mail, on Facebook, etc.). This is the case regardless of whether the contact provides any actual assistance in the exam situation.

It also constitutes exam cheating if a student brings unauthorised materials into the exam. This is because it entails a risk that the evaluation of the student’s performance could be made on a basis other than the anticipated one. It follows, then, that the mere presence of unauthorised materials during an exam constitutes exam cheating.

The same applies to students exceeding the time limit for an exam.

Participation in an exam with pre-existing knowledge of the exam paper constitutes cheating, regardless of the manner in which this knowledge is acquired. If the student, whether inadvertently or due to an error on the part of the University, comes into possession of the exam paper, the student must make the University aware of this, after which the University must offer a new exam.

Collusion in exam cheating – e.g. in the form of passing text or exam answers to a fellow student – constitutes exam cheating and will be treated in the same way.

As stipulated in section 2 (7), students must also comply with other regulations about exams, both internal and external. Examples of other internal exam rules include regulations recommended by the board of studies and approved by the Dean, provisions laid down in the curriculum and rules issued by the member of staff in the faculty responsible for exams. One example of an external rule is the Exam Order (order no. 1518 of 16 December 2013).

### **Re sections 3–13**

Cases must be processed pursuant to applicable administrative law. This means, among other things, that the student must be given the opportunity to comment on the actual process and the intended response, and also that he or she has a right to be assisted by an assessor.

However, this does not apply if a report is sent to the police immediately or after summary proceedings, as the case will then be dealt with according to the rules for criminal proceedings.

Delegation of responsibility is an option under the general rules for this, e.g. cases under section 4 can be investigated by a head of studies, operational manager, etc.

The head of studies may close a case if he or she does not find that cheating has occurred. However, if the head of studies finds that cheating has occurred, the case must be submitted to the Dean.

Based on the report of the head of studies, the Dean is required to forward the case to the Rector for a ruling (see 3 (3), item 1). This is because only the Rector is empowered to expel students.

If the Dean disagrees with the assessment of the head of studies that exam cheating has occurred, he or she can bring the case to a close (see section 5).

### **Re sections 5–10**

In determining an appropriate sanction, emphasis must be placed on the actual nature and harmfulness to the University of the breach of the regulations, any previous warnings, the risk of repetition and the need to preserve respect for the work of the University, as well as whether the University's interests might be sufficiently safeguarded by a less severe sanction.

The Rector has the responsibility for decisions regarding expulsion. The Rector can expel the student even if the Dean has not recommended this course of action.

#### *Expulsion from the exam*

Expulsion from the exam means that either the student's assignment is not assessed or the assignment is awarded the lowest possible grade and one exam attempt is registered.

#### *Notifying the police*

The Rector decides whether to notify the police. The Rector may take this course of action even if the Dean has not recommended it.

A police report does not preclude a warning or expulsion for the same offence.

The rules for reporting to the police are not exhaustive. Police reports can therefore be handled at the local level if delay would hamper the case. A member of staff may contact the police if this is deemed necessary to prevent crime, e.g. assault or theft. If the crime is serious, the police should be called if there is no other way to prevent it. However, if the offence takes the form of a political demonstration, the member of staff must try to inform management in the first instance.

If a crime has been committed, and the identity of the perpetrator is unknown, the member of staff responsible at the local level must decide whether the matter should be reported to the Rector in preparation for a police report.