



**University Administration**  
Silja Marit Zetterqvist

### ***Cheating is forbidden!***

Every course offered at Karolinska Institutet (KI) is examined through e.g. practical tests, assessments during work-based education, coursework or classroom examinations. These represent both a way of testing knowledge and an opportunity for learning. KI has to be able to rely on your own performance being examined. It is therefore important that you follow the applicable rules.

#### ***Advice to students***

- Always read the examination instructions very carefully.
- Do not present anyone else's wording as your own.
- If you wish to work with another student in a home examination, check the extent to which this is permitted. If you are unsure, ask the supervising member of teaching staff or the examiner.
- For classroom examinations, follow KI's examination regulations (see next page).
- Pay particular attention to the following when writing dissertations: 1) Do not use other texts without stating the source; 2) Do not copy other texts verbatim without using quotation marks; 3) Do not refer to sources which you have not read yourself.

#### ***What is cheating?***

According to chapter 10, § 1 of the Higher Education Ordinance (1993:100), cheating is when students "by prohibited aids or other means attempt to deceive during examinations or when academic work is otherwise assessed."

Examples of what KI's disciplinary board may deem to be cheating include:

- copying text from the internet or other sources without referring to sources
- working together with fellow students without permission (e.g. where friends' answers are identical, despite the work being an individual task)
- copying another student's dissertation or other written work
- bringing aids/items to a classroom examination other than those permitted in accordance with KI's examination regulations

Please note that, as a student, you have a responsibility to adhere to the examination regulations.

***Unauthorised copying/plagiarism***

Copying sections of someone else's text and presenting these as your own work is not permitted. Since it is your performance which is being examined, it must be you who have formulated and written the answers to the tasks (including dissertations). During your studies, however, you should analyse and discuss the course literature, which means that you must sometimes refer to and even cite sources.

KI uses Urkund. Urkund is an automated system which checks students' coursework against the internet, published materials and student materials. If any of the work shows similarities with the content of these sources, the member of teaching staff is notified.

***Unauthorised collaboration***

The instructions for home examinations should state whether or not collaboration is permitted. There is a grey area here, which makes it important to know what constitutes unauthorised collaboration. Studying together and discussing how a question should be dealt with is often beneficial to the learning process. Most teachers therefore encourage their students to discuss questions with each other. However, if the instructions do not state that you may complete the task together; this collaboration must end before you start writing your individual answers to the question.

***Classroom examinations***

It is your responsibility to follow KI's examination regulations. These regulations include the following:

- Students may not sit where they choose: seating arrangements will be decided on by the invigilators.
- Bags, outdoor clothing and mobile telephones should be left in the designated place. Mobile telephones should be switched off.
- Students may not leave the examination room until 30 minutes after the examination begins. If you arrive at the examination more than 30 minutes after the designated start time, you may not take part.
- You should bring your own pens and eraser, as well as any aids which are specifically permitted in the examination. You may not borrow any aids from other students during the examination.
- Only the rough paper and writing paper issued in the examination room may be used. No paper may be removed from the examination room before the test has been submitted.
- Conversations or other forms of communication may not take place between students, either in the examination room or during toilet visits.
- You may not work with other students, unless instructed to the contrary by the invigilator.
- Once the examination has been completed, it should be submitted with a code number. If the examination is not to be marked anonymously, state your name and civic registration number. Blank examinations should also be submitted as these count as an instance of sitting a test.

- When submitting examinations, you should show a valid ID. If you are unable to show this a note will be made of your name so that the institution responsible for the course can check your details before marking the examination.
- Anyone who is suspected of cheating is entitled to complete the test. The test will not be marked, but will be kept in a sealed envelope pending a decision.

If any crib sheets are found, these will be reported whether they are used or not.

### ***Reporting cheating***

KI institutions are obliged to report suspected cheating to the vice chancellor. Reports of cheating made to the vice chancellor will be investigated promptly. This will include the person reported being given the opportunity to comment on the report. Additional details will be added to this statement from e.g. the party making the report. The vice chancellor will make a decision based on what emerges.

The vice chancellor may decide to dismiss the matter without further action, to occasion a caution or to refer the matter to the disciplinary board for a hearing – every university must have a disciplinary board in accordance with the Higher Education Ordinance – for review. The disciplinary board at KI consists of the vice chancellor, a legally trained member who shall be or have been a permanent judge, and a representative of the teachers and two student representatives. The disciplinary board has an administrator who investigates the matter to be brought before the board.

If the vice chancellor decides on a warning, the student in question may have the decision reconsidered by the disciplinary board. The secretary of the disciplinary board notifies the student of this entitlement. If the student does not wish to have the vice chancellors decision reconsidered, the matter is concluded and the documentation is logged. The caution is not shown in Ladok extracts or on degree certificates. After a caution, the examiner decides whether the coursework in question should be assessed or deemed to be invalid.

If the vice chancellor decides to refer the matter to the disciplinary board for a hearing, it is important that the student gives the board his or her account of what happened. This may be in writing, or orally at the meeting of the board. Once the disciplinary board has heard the student and the party making the decision, the members of the board make their decision. The board may decide to dismiss the matter without further action, or to occasion a caution, or to suspend the student from studying at KI for up to six months.

A suspension decision shall mean that the student is prohibited from participating in instruction, tests or other activities. Suspension will result in student aid not being paid for the period during which the student is suspended.

### *Appeals*

An appeal against the decision can be filed at the Administrative Court in Stockholm. An appeal is to be addressed to the Administrative Court, and is to be submitted to the body that has handed down the decision, i.e. Karolinska Institutet. The appeal must be received by Karolinska Institutet within three weeks of the appellant having been informed of the decision. If you have any questions

If you have any questions about cheating or any related matters, please contact Silja Marit Zetterqvist - [silja.marit.zetterqvist@ki.se](mailto:silja.marit.zetterqvist@ki.se)