

Information  
regarding  
misleading  
(cheating)  
to students



UNIVERSITY  
OF GÄVLE

# Very welcome to the University of Gävle!

We wish you the best of luck with your studies here, which will involve quite a lot of reading, writing and thinking.

To be able to assess your academic performance (how your studies are going), we use examinations in different formats: written examinations, reports, laboratory work, practical exercises, essays and other formats described in your course syllabus. (Please note that because of the ongoing pandemic, examinations that normally would have been carried out on campus may be carried out online to limit the spread of the virus.)

Regardless of what examination format that is used, misleading (what we usually call “cheating”) or attempts to mislead (the attempt does not have to have been successful) are prohibited and must be reported to the Student Disciplinary Board. Lecturers and other members of staff, for example invigilators, are obliged to report any suspicion of misleading.

The formal report is sent to the Student Disciplinary Board at the University. The Swedish Higher Education Ordinance (chapter 10, 1993:100) requires that there is a disciplinary board at each higher education institution.

Misleading is the act of using prohibited means to gain unfair academic advantages.

### Examples:

- Taking prohibited aids, cheat notes, books/webpages/notes, software/calculators into an exam. Information about what material that is allowed is provided in connection with the exam. Students who use AI tools, such as ChatGPT, in a deceptive manner (i.e. creating the impression that the text was produced by the student) may be subjected to disciplinary action.
- Engaging in illegitimate collaboration with someone else, despite the fact that you were supposed to complete the assignment without help from someone else.
- Engaging in plagiarism, which is the use of someone else's text without acknowledging the source; it is also unacceptable to change word order or use synonyms to attempt to mislead. Reusing your own text, that has previously been used in another context, without proper citation is also considered plagiarism. This is called self-plagiarism.
- Engaging in fabrication, which is the act of making up that you have done something which you have not, for example carried out an interview or laboratory work or if you have invented references.
- Falsifying attendance at placement periods, seminar or another obligatory course component.
- Changing the result after grading, for example, to attempt to get a higher grade.
- Attempting to influence assessment, for example by using bribes.
- Helping someone else to cheat, for example by sharing one's own exam responses, by providing cheat notes or filling in attendance forms for someone else.
- Writing someone else's exam, assignment or the like.

There are thus a number of ways to mislead, but the consequences are the same; it may lead to you being suspended from your studies for a maximum period of six months. The suspension means that your HiG card, your log-in to student webpages and software will be blocked. CSN will be informed, which means that your student loans and grants may be affected.

# The three most common reasons for a report are:

**1 Having had a mobile phone easily accessible** during a written exam. Mobile phones should be switched off and placed in a coat or bag which is kept nowhere near the place in which you are sitting. Silent mode or airplane mode are NOT acceptable. Even if your phone is switched off, you are not allowed to keep it in your clothes you are wearing while taking the exam.

**2 Having engaged in plagiarism**, which is the use of someone else's material without acknowledging the source. Using your own words means that that you have studied the content and that you then explain or describe the content asked for in your own words. Therefore, it is not enough to just rewrite a text slightly by using synonyms, changing the word order or by translating it. When you use knowledge produced by someone else (articles, books, webpages etc.), you always need to include a reference to the main source. You also need to refer to other students' texts, for example their essays, if you use them. Moreover, you cannot reuse a text that you have produced and submitted in another context; this is called self-plagiarism.

**3 Having engaged in illegitimate collaboration:** you and one or a few other students have collaborated on, for example, a written exam despite the fact that it was supposed to be an individual piece of work. Studying together is one thing; taking an individual exam is something quite different.

# Common excuses/ explanations:

You thought that it was ok to work together, since you hadn't read the instructions thoroughly enough.

Forgetfulness/negligence.  
You forgot to switch off your mobile phone or forgot that it was in your pocket.

You didn't quite understand what plagiarism is and how to avoid it. You thought that it was ok to use another student's text or rewrite someone else's text in other words or in another language.

Lastly, it is very common explanation to say that one was under stress and wasn't thinking clearly, either because of one's studies or because of some private issue, and that the assignments was submitted to meet a deadline so that a grade could be secured.

**You are responsible for your examination** for finding out what you may or may not do. If you are under stress, it is better not to submit any material and aim for doing a good job on the retake. If anything is unclear, ask your lecturer, course coordinator or invigilator. Read instructions, student information, course syllabuses and information given in connection with the examination.

# If you should be reported

This is what happens if a lecturer or some other member of staff (for example an invigilator) suspects that a student attempts to mislead.

- A report is submitted to the Student Disciplinary Board via the Registrar's office. Most reports are open to the public. The student is usually notified by the one who submits the report before the report is submitted.
- The report is received by the secretary and the investigator in the Student Disciplinary Board.
- Information about the report and related documents are sent to the reported student together with an invitation to submit an account of the case; here the student can give his or her view of what has happened. This is voluntarily but it is advisable to do so.
- Next, an investigation is conducted, which means that the investigator may ask questions or ask for more material from the reported student, from the one who has reported the student and, perhaps, other parties relevant to the case.
- When the investigation is completed, a written statement together with all material of the case (the student's account, copies of documents/ book pages/screen shots/reports from Urkund or SafeAssign etc.) are sent to the chair of the Student Disciplinary Board, who then consults with a legally qualified member and decides on one of the following options:
  - Dismiss the case
  - Issue a formal warning
  - Refer the case to the Student Disciplinary Board
- The reported student and the one who submitted the report are always notified, no matter the decision.

- If the case is referred to the Student Disciplinary Board, the reported student and the one who submitted the report are summoned to a meeting with the board. The board convenes four times per semester.
- All documents are sent out in advance to all board members, to the one who submitted the report and the reported student.
- At the meeting, the one who submitted the report and the reported student are given the opportunity to add something to the investigation, and the members of the board can ask questions. When everyone has said what they need to say, the reported student and the one who submitted the report leave the meeting.
- One of the following decisions in the case are then taken at the meeting:
  - Dismiss the case
  - Issue a formal warning
  - Suspension from studies for a maximum period of six months.
- The decision is communicated via e-mail as soon as possible and usually within 48 hours. The decision is also communicated via regular mail as soon as the minutes are completed and signed.

A reported student who has been notified that the decision has been a warning or suspension can appeal no later than three weeks after having received the decision. Information about the appeal process is sent out together with the decision.

The whole process, from report to decision, may take a long time, depending on the when the examination took place, when the report was submitted, when the next meeting of the board is scheduled and on how long the investigation takes.

While the investigation is ongoing, before the decision is taken, the student continues with his or her studies, but all documents connected to the reports are sealed during the investigation and will not be marked/graded/assessed during this time period. This also applies to retakes for the same examination which was subject to the report.

To be reported is of course an unpleasant experience in many ways. The studentombud at Gefle Student Union can provide support, and you don't have to be a member of the union to contact the studentombud. You can also contact a student counsellor for support.

# For details and more information, visit the websites listed below.

## **Studentombudet and counsellor**

<https://www.geflestudentkar.se/om-studentombudet>

<https://www.hig.se/Ext/Sv/Organisation/Enheten-for-verksamhets--och-ledningsstod/Avdelningen-for-utbildningsstod/Avdelningen-for-utbildningsstod/Studenthalsan/Studenthalsan/Samtalsstod.html>

## **The Higher Education Ordinance**

(see chapter 10 for information about disciplinary boards)

[https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100\\_sfs-1993-100](https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/hogskoleforordning-1993100_sfs-1993-100)

## **About the Student Disciplinary Board and related information**

<https://hig.se/Ext/Sv/Student/Regler-rattigheter-och-studentinflytande/Studenters-rattigheter-och-skyldigheter/Fusk-och-disciplinarenden.html>

<https://hig.se/Ext/Sv/Om-Hogskolan/Organisation/Hogskolans-namnder-och-rad/Disciplinamnden.html>

## **The Library's pages on writing and plagiarism**

<https://hig.se/Ext/Sv/Biblioteket/Skriva-och-publicera/Plagiering.html>

<https://hig.se/Ext/Sv/Biblioteket/Skriva-och-publicera/Skriva-referenser.html>

<https://hig.se/Ext/Sv/Biblioteket/Skriva-och-publicera/Skrivarverkstaden.html>