

The ETSETB protocol for action in cases of fraud committed in exams

This document is a translation of the original Catalan version of the ETSETB protocol for action in cases of fraud committed in exams.

The Catalan version is the only legally valid document for the purposes of regulation and enforcement

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1. Legal Framework

This protocol of action forms part of the UPC Academic Regulations, which are higher-ranking regulations and will prevail should conflict arise, and is to be adopted in cases where fraudulent activity or cheating takes place in tests and exams.

2. Measures to be taken in cases of fraudulent activity in exams.

- 2.1 The UPC Academic Regulations establish that any irregularities affecting variations in the exam results of one or more students, **in particular, copying or providing unauthorized copies of information**, constitute dishonest or fraudulent behaviour in a test or exam and **will be penalized by automatic failure with a grade of zero**, notwithstanding whatever disciplinary action may follow as a consequence of such an infringement.
- 2.2 Should a student admit that he or she has copied from another and/or others without their consent, the latter will be exempt from punishment, unless proof can be provided to the contrary.
- 2.3 As regards **mid-term exams**, students who have been found to be copying (or have been accessories to the same) shall be declared ineligible for the subject, or debarred from reassessment or from taking the extraordinary exam, should this be the case.
- 2.4 In the case of **final exams or repetition of mid-term exams**, students who have been found to be copying (or have been accessories to the same) will not be allowed to take the extraordinary exam or be reassessed on any subject in which they have been found to be cheating. Furthermore, this will be taken into account when drawing up the order of matriculation in the following quarter, as well as the allocation of programs and benefits provided by the school (mobility programs, work experience in companies and research centers, grants, etc.).
- 2.5 According to the gravity of the case and the circumstances surrounding it, the director of the school will refer it to the rector with a view to possible disciplinary action.

3. Heads of Study Commission

- 3.1 The Heads of Study Commission, which consists of all the heads of study and the school director, who is its chairperson, is the body responsible for all the decisions made in relation to the measures set out above.

4. Procedure

- 4.1 Lecturers and teaching staff who have grounds for suspecting that fraudulent acts have been committed during a test or exam, will speak with those suspected of

such acts in order to clarify the situation. Except in the case where it is clear that no such acts have been committed, they will report the facts of the case to the Heads of Study Commission through the head of study concerned.

- 4.2 Prior to an interview with the lecturers and students involved, the Heads of Study Commission will decide on what action is to be taken in regard to the measures described in Point 2: suspend students from the subject; pursue other measures described in Point 2.4, according to the circumstances of the case, or refer it to the rector with a view to possible disciplinary action.