

## CHEATING ON EXAMS AND COURSES

BAS takes seriously cheating on exams and courses. More about what is defined as cheating in an academic context can be found at the end of this document. Here we want to focus on plagiarism.

**Plagiarism** is an example of what is considered cheating. Plagiarism means that you are using text, ideas, thoughts, material or content that someone else has created and pretends this to be your own without citing the source or clearly indicate where the content is taken from. Practical or artistic work made by someone else comes into the same category, as well as work or answers made by using artificial intelligence.

All of the above applies even if you are only using it partially or as a whole. According to intellectual property laws, this is considered theft.

Also, you cannot reuse your own previous work without reference. This is referred to as self-plagiarism.

The school has a software to check written assignments against other sources on the internet and in text databases.

### Consequences

Cheating may have serious consequences for you, and the final decision by suspicion of cheating will be taken by the BAS committee for Student Matters which will decide on sanctions/reactions.

According to [Universitets- og høyskoleloven \(Norwegian University and College Law\) §§ 4-7 and 4-8](#) students may be excluded from BAS for up to one year. Exclusion means that the student loses all access to BAS and may be denied the right to take exams at other higher education institutions in Norway in the same period. If you help someone else to cheat, this can also lead to exclusion.

The exam/course in which the student cheated will be annulled. Annulment of an exam due to cheating can be done afterwards as this has no limitation period. This can happen after you have graduated from BAS. If this is the case, you must return your diploma certificate.

### The students' rights

BAS will assess whether there is reason to take a case on cheating further to BAS's committee for Student Matters. During the entire process, the student has the right to see case documents and to express oneself both in writing and orally. But the student is under no obligation to do so. The student can also request a talk in privacy with the secretary of the committee.

After BAS has sent the case to the Committee for Student Affairs, the student has the right to get a lawyer or another helper at BAS's expense. Expenses are covered according to the public rate.

The student can appeal the decision of the committee to the National joint appeals board within 3 weeks. Information about this will be provided during the process.

As a general rule, the student will have the right to have legal aid covered by exclusion, but not in case of annulment of the exam.

### **How to avoid plagiarism?**

It is the responsibility of each student to be familiar with the rules that apply when it comes to using sources and references. A useful webpage is [Search & Write \(Søk & Skriv\)](#)

This page is designed for all students who want to improve their information literacy and academic writing, independent of institution and subject area.

The following institutions own the copyright to the product Search & Write: University of Bergen, University of Oslo and Western Norway University of Applied Sciences. The following information is collected from Search & Write. Here you will find all the information you need when you are about to write an assignment. All students at BAS should familiarize themselves with this page-

The page is organized in 5 main chapters, with lots of useful sub-chapters.

#### **1. SEARCHING**

Searching for academic information is a process that requires time and planning. When writing a paper or thesis, you will need different sources of information, and all sources must be assessed for their quality. Here we introduce some tools and approaches that you might find helpful in your pursuit of academic information.

#### **2. STUDY SKILLS**

Being aware of your own study skills is of great help to you. This section about study skills concentrates on planning, reading strategies and writing strategies. Here you will get tips on how to read and understand texts, take good notes, collaborate in study groups, and plan and manage time.

#### **3. WRITING**

Academic writing has certain formal requirements. In order to write a good thesis, you must satisfy academic standards with regard to language, style, structure and content. This section contains advice on writing an academic bachelor's or master's thesis.

#### **4. SOURCES AND REFERENCING**

All research uses the work of others as its starting point – what we call 'sources'. Good academic work is characterized by use of relevant, scientific sources, and builds on existing knowledge. Without citations to existing research, disciplinary knowledge and relevant information, your assignment will be detached from the scholarly community.

## 5. VIDEOS

some useful instruction on video on how to search, how to cite sources and avoid plagiarism.

Other sources:

Kildekompasset:

<https://kildekompasset.no/en/>

A plagiarism Carol / Et Plagieringseventyr

<https://www.youtube.com/watch?v=Mwbw9KF-ACY>

### WHAT IS DEFINED AS CHEATING?

The following text is collected from a brochure that the University of Bergen has made about cheating and academic integrity for students.

[https://www.uib.no/sites/w3.uib.no/files/attachments/fusk\\_studenter\\_2017\\_eng\\_web.pdf](https://www.uib.no/sites/w3.uib.no/files/attachments/fusk_studenter_2017_eng_web.pdf)

#### **Cheating in general**

Cheating is a serious breach of trust in relation to fellow students, the university and society. The university will react strongly to cheating and attempts to cheat in all aspects of academic activities. For you as a student, this will not only apply during exams, but also in other work that is part of “taking the course in question” (as stated in the Universities and Colleges Act states).

#### **Examples of cheating**

- Not referring to your sources
- Referring to fake sources
- Not marking text from other sources as citations (plagiarism)
- Finding a paper online or in other sources and presenting it as one's own
- Submitting a paper used by another person earlier or by the student him/herself in another exam or assignment
- Submitting a paper or parts of a paper prepared by a different person than the student himself/herself
- Breaking the rules for collaboration and working together
- Using support materials that are not allowed (for example pieces of paper with subject-related information on them, mobile phones, smart watches)
- Including non-permitted subject matter in permitted support materials
- Having access to support materials that are not permitted (even though they are not used)
- Complicity in cheating
- Attempts to cheat may also lead to the same sanctions as cheating.