

ADMINISTRATIVE PROCEDURES TO BE FOLLOWED BY THE DEPARTMENT OF ACADEMIC AFFAIRS AND THE SECRETARY OF THE APPEALS COMMITTEE PRIOR TO, DURING AND AFTER THE APPEALS COMMITTEE'S HANDLING OF CASES OF SUSPECTED OR ATTEMPTED CHEATING

- The Department of Academic Affairs is responsible for making sure that all aspects of the case are clarified as thoroughly as possible before sending the case to the Appeals Committee.
- Upon receiving a case regarding suspected cheating, the Department of Academic Affairs shall inform the student of the suspicion. The student shall be allowed to make a statement about the case within a deadline of 2 weeks after having received the notification letter. The student shall also be informed that he or she is entitled to legal assistance by a lawyer or other authorised representative. All correspondence with the student is **exempt from public access and is to be sent by registered mail.**
- If, based on the student's statement, submitted/relevant documentation and current guidelines, the Director of Academic Affairs decides to deal with the case in UMB's Appeals Committee, all case documents are sent to the secretariat of the Appeals Committee. The committee notifies the student thereof and of his or her right to attend any Appeals Committee meeting.
- Upon submitting the case to the Appeals Committee's secretariat, the Director of Academic Affairs shall give an account of the factual basis of the suspected cheating, referring to relevant documentation/academic assessments and legal justification. The submitted case papers should also include a brief description of the assignment's position within the course in question, the assignment's weighting/importance in the assessment, and a statement on permitted cooperation, examination aids, etc. Also, the documentation must also include information about if the student has been informed of UMB's regulations on cheating, and if the student has completed a plagiarism/source citation declaration. Finally, a sanction can be proposed.
- The Appeals Committee's secretariat conducts an independent review of the case and assesses if the case has been sufficiently elucidated for treatment by the Committee.
- The Appeals Committee's secretariat organises the practical arrangements of the Committee meetings, including calling together meetings and sending case documents to Committee members. The secretariat informs the student of the date and venue of the Appeals Committee meeting and finds out if the student wishes to make a statement before the Committee.
- The Appeals Committee decides if it is necessary to call in the person(s) who submitted the case to appear before the Committee, or if it is necessary to obtain statements from other parties.
- Appeals Committee decisions are made at meetings. The secretary is responsible for taking and approving minutes.
- The secretariat informs the student by sending a copy of the Appeals Committee's decision. In addition, a copy of the decision shall be sent to the responsible head of department.
- The University Board shall be informed of decisions made by the Appeals Committee. The Committee's secretary sends the decision to UMB's University Director.

- The Appeals Committees secretary shall also notify the Department of Academic Affairs of the decision. In case of *exclusion* or *annulment of an exam*, the Department of Academic Affairs is responsible for registering the outcome in the Norwegian national student administration system (*Felles studentssystem*, FS).
- When the Appeals Committee decides on *exclusion*, the student(s) via FS registration loses his or her right to study, as well as computer access (e.g. studentweb, Fronter and e-mail), and is furthermore denied the right to access UMB's buildings.
- In case of *exclusion*, the Department of Academic Affairs sends a notification letter to other institutions covered by the Act relating to universities and university colleges, informing them about the Appeals Committee's decision.

UMB's Procedures for Handling Cases of Cheating or Attempted Cheating:
www.umb.no/statisk/sit/forskrifter/engelske/regelverkfusk_engelsk.pdf