

# Notice to Students

## Examination Offences

Several examination offences have been reported during recent examinations, and all such incidents are currently under inquiry.

In this context, all students are advised to carefully refer to the following quotation from the Examinations Manual (Section 21.3.2):

*21.3.2 Examination offences and punishments are broadly classified as follows. The punishment will depend on the gravity of the offence, the strength of the evidence, and the possible impact on the examination.*

<b>Offence</b>		<b>Punishment</b>	
		<b>Minimum</b>	<b>Maximum</b>
<b>I</b>	<b>Possession of</b>		
	1.1 Unauthorized documents including any notes, signs, formula	<ul style="list-style-type: none"> <li>• Issuing a warning letter to the candidate with a copy to his/her parents or guardian.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of the all results or part of the results of the examination of the candidate where the offence incurred.</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Prohibition from sitting examination(s) held in the university for a period of one year (next consecutive two semesters)</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation</li> </ul>
	1.2 Unauthorized materials including books, Pictures  photographs,  blank papers,  parcels,  handbags, caps,  mobile phones,  any other  communication  and electronic  devices that are  capable of  accessing  internet, email or  storing and  retrieving data etc.		

	<p><i>1.3 Authorized materials including admission cards, time table, body, cloths, permitted materials and documents which contain written notes, formulars, signs etc.</i></p> <p><i>1.4 Examination stationaries that were not provided in the relevant session of the examination.</i></p>		
2.	<b><i>Removal of examination material or keeping them</i></b>		
	<p><i>2.1 Removing examination stationary or any other marital provided for the examination out of the examination hall and/or keeping them in his/her possession</i></p>	<ul style="list-style-type: none"> <li>• <i>Issuing a warning letter</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Cancelation of the examination result(s) of the relevant candidate where the offence incurred.</i></li> <li>• <i>Consider as a repeater for sitting the examination that offence occurred.</i></li> <li>• <i>Ban participation in the convocation</i></li> </ul>
3.	<b><i>Copy or attempt to copying</i></b>		
	<p><i>3.1 Attempt to copying</i></p>	<ul style="list-style-type: none"> <li>• <i>Issuing a warning letter</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Cancelation of all the results of the examination where the offence incurred.</i></li> <li>• <i>Prohibition from sitting examination(s) held in the university for a period of one year (next consecutive two semesters)</i></li> <li>• <i>Consider as a repeater for sitting the examination that offence occurred.</i></li> <li>• <i>Ban participation in the convocation</i></li> </ul>

	<p><i>3.2 Copy from the script of another candidate</i></p>	<ul style="list-style-type: none"> <li>• <i>Cancellation of the result(s) of the paper(s) of candidate where the offence incurred.</i></li> <li>• <i>Consider as a repeater for sitting the relevant paper(s) that offence incurred.</i></li> <li>• <i>Ban participation in the convocation.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Cancellation of the all results of the examination of candidate where the offence incurred.</i></li> <li>• <i>Prohibition from sitting examination(s) held in the University for a period of one to two years (next consecutive two to four semesters)</i></li> <li>• <i>Consider as a repeater for sitting the examination that offence incurred.</i></li> <li>• <i>Nullification of the Honorary pass at the overall examination</i></li> <li>• <i>Ban participation in the convocation.</i></li> </ul>
	<p><i>3.3 Copying form unauthorized (refer 1.1 for unauthorized items and authorized (refer 3.4 or authorized items) documents or materials</i></p>	<ul style="list-style-type: none"> <li>• <i>Cancellation of the result(s) of the paper(s) of candidate where the offence incurred.</i></li> <li>• <i>Consider as a repeater for sitting the examination that offence occurred.</i></li> <li>• <i>Nullification of the Honorary pass at the overall examination</i></li> <li>• <i>Ban participation in the convocation</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Cancellation of the all results of the examination of candidate where the offence incurred.</i></li> <li>• <i>Prohibition from sitting examination(s) held in the university for a period of one to two years (next consecutive two to four semesters)</i></li> <li>• <i>Consider as a repeater for sitting the examination that offence occurred.</i></li> <li>• <i>Nullification of the Honorary pass at the overall examination</i></li> <li>• <i>Ban participation in the convocation.</i></li> </ul>

	<p><i>3.5 Facilitating or providing opportunity to other candidate/s in the hall to copy by keeping his/her answer scripts or any other documents in such a way that other candidate/s can see or by word of mouth or by signs and gestures or facilitating in any means to secure undue advantage.</i></p>	<ul style="list-style-type: none"> <li>• <i>Cancellation of the result(s) of the paper(s) of candidate where the offence incurred.</i></li> <li>• <i>Consider as a repeater for sitting the examination that offence incurred.</i></li> <li>• <i>Nullification of the Honorary pass at the overall examination.</i></li> <li>• <i>Ban participation in the convocation</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Cancellation of the all results of the examination of the candidate where the offence incurred.</i></li> <li>• <i>Prohibition from sitting examination(s) held in the university for a period of one to two years (next consecutive two to four semesters)</i></li> <li>• <i>Consider as a repeater for sitting the examination that offence occurred</i></li> <li>• <i>Nullification of the Honorary pass at the overall examination</i></li> <li>• <i>Ban participation in the convocation</i></li> </ul>
<b>4</b>	<b><i>Plagiarism</i></b>		
	<p><i>4.1 In assignment / reports/continuous assessments (considered as an assessment component of the subject/course unit)</i></p>	<ul style="list-style-type: none"> <li>• <i>Rejection and issuing a warning letter</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Assign zero mark and consider as a repeater</i></li> </ul>

	<p><i>4.2 Independent study / essays / dissertation/ thesis/ when exceed the threshold level stipulated by the University (consider as a subject/course unit)</i></p>	<ul style="list-style-type: none"> <li>• <i>Assign zero mark</i></li> <li>• <i>Consider as a repeater for the relevant subject /course unit that offence occurred</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Cancellation of all the results of the examination of the candidate where the offence incurred.</i></li> <li>• <i>Prohibition from sitting the examination(s) held in the university for a period of two years (next consecutive four semesters)</i></li> <li>• <i>Consider as a repeater for sitting the examination that offence occurred.</i></li> <li>• <i>Nullification of the Honorary pass at the overall examination</i></li> <li>• <i>Ban participation in the convocation.</i></li> </ul>
	<p><i>4.3 Submit an answer script, which has been prepared completely or partially by anyone other than the candidate</i></p>	<ul style="list-style-type: none"> <li>• <i>Cancellation of the result(s) of the paper(s) of candidate where the offence incurred.</i></li> <li>• <i>Consider as a repeater for sitting the examination that offence occurred.</i></li> <li>• <i>Nullification of the Honorary pass at the overall examination</i></li> <li>• <i>Ban participation in the convocation.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Cancellation of all the results of the examination of candidate where the offence incurred.</i></li> <li>• <i>Prohibition from sitting examination(s) held in the university for period of two years (next consecutive four semesters)</i></li> <li>• <i>Consider as a repeater for sitting the examination that offence occurred.</i></li> <li>• <i>Nullification of the Honorary pass at the overall examination</i></li> <li>• <i>Ban participation in the convocation.</i></li> </ul>
	<p><i>4.4 Thesis / Dissertation /research paper (Partial Requirement of Postgraduate Degree) when exceed the threshold level stipulated by the</i></p>	<ul style="list-style-type: none"> <li>• <i>Rejection and issuing a warning letter</i></li> <li>• <i>Asking to resubmit within a given timeframe</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Rejection</i></li> <li>• <i>Cancellation of his/her candidature and deferment for future registration for any postgraduate program in the university.</i></li> </ul>

	University		
5	<b><i>Cheating</i></b>		
	<p>5.1 Using another candidate's index number or attempt to do so.</p> <p>5.2 either seek or obtain help from supervisor, invigilator(s), or any other person without any permission.</p> <p>5.3 either lend or borrow any material from another candidate.</p> <p>5.4 either submit forge documents for examination/assignment or attempt to forge documents relevant to examination/assignment.</p> <p>5.5 submit a continuous assignment, course work, field book, dissertation, report or other assignment, which has been done wholly or partly by anyone other than the candidate (except where the examiner given prior permission for joint or collaborative work to be submitted.</p> <p>5.6 submit as</p>	<ul style="list-style-type: none"> <li>• Cancellation of the results of the Subject in which the offence occurred</li> <li>• Consider as a repeater.</li> <li>• Ban participation in the convocation.</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of the results of the candidate where the offence incurred</li> <li>• Prohibition from sitting examination(s) held in the university for a period of one year (next consecutive two semesters)</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation</li> </ul>

	<i>his/her own the reproduction of someone else work including material and ideas</i>		
<b>6.</b>	<b><i>Disorderly conduct</i></b>		
	<p>6.1 Not following the instructions given by the Supervisor /invigilators during the examination and immediately before or after the examination.</p> <p>6.2 Disturbing supervisor or his/her staff or to other candidate in the examination hall or its premises</p> <p>6.3 Entering examination hall without permission</p> <p>6.4 Leaving examination hall without permission or attempt to do</p> <p>6.5 Improper behavior of disturbing the examination activities</p>	<ul style="list-style-type: none"> <li>• Issuing a warning letter</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of all the results of the candidate where the offence incurred</li> <li>• Consider as a repeater for sitting the examination that offence occurred.</li> <li>• Nullification of the Honorary pass at the overall examination</li> <li>• Ban participation in the convocation</li> </ul>
	6.6 Writing name on the answer script		
<b>7</b>	<b><i>Impersonation</i></b>		
	7.1 Impersonating any candidate in the examination hall or attempt to do so before the	<ul style="list-style-type: none"> <li>• Cancellation of the studentship</li> <li>• Declare that the candidate is not eligible to recruit to the staff of the University (either academic or non academic) as temporary or permanent</li> </ul>	

	<i>commencement of the examination</i>	
	<i>7.2 Allowing himself/herself to be impersonate by another person</i>	
<b>9</b>	<i>Any other examination irregularity determined by the Senate</i>	<i>Appropriate punishment recommended by the committee and approved by the Senate depending on the irregularity.</i>
<b>10</b>	<i>Irregularities reported by the marking examiners and approved by the Senate</i>	<i>Appropriate punishment recommended by the committee and approved by the Senate depending on the irregularity.</i>
<b>11</b>	<i>Forged signature of any official of the university or outsiders related to the examination process and alteration of official documents.</i>	
	<i>11.1 In dissertation /thesis by undergraduate</i>	<i>Cancelation of the results of the dissertation and thesis and consider as a repeater.</i>
	<i>11.2 In other examination documents (such as transcript/testamur) by undergraduate</i>	<i>Appropriate punishment recommended by the committee and approved by the Senate and the Council</i>
	<i>11.3 In any documents (including dissertation/ thesis/ transcript / testamur) by postgraduate student</i>	<i>Cancelation of the candidature in the postgraduate degree</i>

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