

## **Guidelines Governing Student Conduct in Examination Hall**

Faculty of Economics

South Asian University

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### **I. Definitions**

“Unfair means” implies copying from each other or from other sources or usage of any digital/other devices or discussing with each other, which provides information relevant for examination.

“Plagiarism” implies presentation of ideas or written/verbal output created by other sources as one’s own, which do not constitute common knowledge, with or without consent of the original author. This includes inclusion and appropriation of original content in one’s written or oral work without full acknowledgement of original sources. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. This also contains content generated wholly or in part by the use of any kind of artificial intelligence (except when prior permission has been granted for the usage of artificial intelligence by the instructor). Plagiarism can also include re-using own work without citation. Whether it is intentional or unintentional, any such activity shall be considered under plagiarism.

“Faculty” implies Faculty of Economics, South Asian University.

“Faculty member” implies any current member of the Faculty of Economics.

“Examination” implies any form of assessment conducted by any faculty member to gauge the understanding of subject matter of students. For instance, any kinds of tests, assessments, assignments, presentations, quizzes, mid-semester and end-semester examination etc. shall be covered by the term examination.

“Open book examination” is a special format of examination where the faculty member might allow the students to retain specific resource material with them while attempting the examination. No material other than what has been permitted by the faculty member shall be permitted. All other modes of conduct and provisions for violation of conditions mentioned below apply for this format of examination.

“Take-home examination” is a special format of examination where the faculty member might allow the student to appear for the examination from any location of the student’s choice. The student has to adhere to all the conditions laid down by the faculty member for such examinations and submit their work within the stipulated time. All the conditions of conduct regarding unfair means, plagiarism (defined above) and provisions for violation of the conditions laid down below shall apply in for this format of examination.

“Committee” implies a composition of faculty members constituted by the Dean of the Faculty of Economics to address issues of violation of the conditions of conduct in any examination held under the aegis of the Faculty of Economics.

### **II. Conditions of conduct in examination**

#### **1. Conditions regarding usage of mobile phone/electronic devices in the examination hall**

- a. Students cannot retain any electronic device on their person throughout the examination, unless specifically allowed by the faculty member in charge of the examination.
- b. All such devices have to be deposited at a designated location inside the examination hall prior to the beginning of the examination.
- c. Student has to keep all electronic devices in the silent mode throughout the examination
- d. Unless the instructor specifically mentions, all of the above conditions have to be strictly adhered to.

**2. Conditions for leaving examination hall during the examination**

- a. No student shall be allowed to leave the examination hall within the first hour and last thirty minutes of examination, *unless there is a valid case of emergency*.
- b. More than two students shall not be allowed to leave the examination hall **simultaneously** for any reason.
- c. The maximum number of times a student shall be allowed to leave the examination hall is two, *unless there is a valid case of emergency*.
- d. Every time a student leaves/comes back to the examination hall, she/he will have to sign a register duly kept in the examination hall. The student shall record the time when he/she leaves the examination hall, and the same has to be done when he/she comes back to the examination hall.

**3. Conditions governing plagiarism or unfair means in examination**

- a. No student shall use unfair means (as defined above) or use artificial intelligence tools (unless specifically allowed by the faculty member in charge of the examination) to write their answers in any examination (including take-home or open book examinations).
- b. All resource/study material other than the ones specifically allowed to be used during the examinations should be deposited at a designated location inside the examination hall prior to the beginning of the examination.

**III. Provisions for violation of aforementioned conditions**

- a. Any case of violation of any of the aforementioned conditions shall be referred to a committee comprising of existing faculty members or as appointed by the Dean, Faculty of Economics.
- b. If a student is caught using unfair means during the examination, the existing answer sheet along with any material used unfairly by the student shall be confiscated and fresh answer sheet shall be provided to the student. The aforementioned committee, after examining the case, shall recommend on whether the confiscated answer sheet shall be used for grading.
- c. The student shall get a fair opportunity to present their case in any investigation by aforementioned committee.
- d. The committee shall provide its recommendations to the Dean, which shall then be communicated to the student by the Dean within one working week. The student shall get a chance to appeal against this decision to the Dean.
- e. The committee's recommendations, if accepted by the Dean, in all cases shall be binding, unless the student appeals against that decision to the Dean, Faculty of Economics.
- f. The number of appeals that a student can make to the Dean is limited to one.
- g. In case of appeals, the Dean shall decide whether to reconstitute the committee or decide on his/own the final outcome.

- h. In case of serious violations, the Dean may directly forward the case to the higher/competent authority, either after or without consulting the committee. In this case, the time taken to resolve the issue and the appeals process shall be entirely in the hands of the higher/competent authority.
- i. In cases such as (g.), the Dean or any committee member or faculty member shall not entertain any requests for internal resolution of the issue.