

## Disciplinary measures towards students at the University of Copenhagen (the regulations)



Pursuant to the rules and regulations of the University Act.

### *The regulations*

1. While enrolled on their degree programme, students must behave in a considerate and proper manner vis-à-vis fellow students and staff and not inconvenience or harm others or damage their property or the property of the University.

2. Students must comply with instructions and orders issued by staff. Students must comply with internal rules, including disciplinary and safety regulations communicated on signs, flyers or rules posted in laboratories, libraries, classrooms, examination rooms and meeting rooms, cafeterias etc.

(2) Students must show consideration for the University's premises, buildings and property when on university grounds or when using IT systems and digital platforms provided by the University.

(3) Students who use IT systems, digital platforms etc. provided by the University have an obligation to comply with applicable guidelines for the use of such systems.

(4) During internships, clinical training etc., students must also observe the standards and guidelines that apply in the relevant company/institution.

(5) Students are responsible for becoming acquainted with current rules.

(6) Rules will be considered to be violated whether or not the offence was committed negligently or intentionally.

3. Unacceptable behaviour, and thereby breach of the regulations, includes:

- a) Harassment, threats and violent behaviour
- b) Forgery

- c) Exam cheating
- d) Disruption of teaching and noisy behaviour
- e) Vandalism
- f) Violation of intellectual property rights
- g) Offensive behaviour such as bullying, denigration and sexual harassment
- h) Failure to comply with study board decisions
- i) Abuse of data/data hacking
- j) Violation of standards for contact with patients/clients
- k) Violation of smoking restrictions
- l) Theft
- m) Illegal possession of drugs.

### *Exam cheating*

4. Students must comply with the examination rules laid down by the University, including rules on exam cheating, see 5.

(2) At an exam, students must not give misleading information about their efforts or results.

(3) Each individual exam must be a result of the student's own independent work within the framework of the exam in question. An exam paper must be submitted within the time frame set for the exam in question while taking any dispensations into account.

5. Exam cheating includes:

- a) Plagiarism
- b) Self-plagiarism (reuse of own text without source reference)
- c) Unauthorised collaboration
- d) Use of shared notes without source reference
- e) Receiving help from others or providing help to others during a non-group exam
- f) Using non-permitted materials
- g) Falsification
- h) Fabrication

- i) Pre-existing knowledge of the exam assignment
- j) Circumvention, deactivation or any other obstruction of the University's electronic surveillance programmes, see (5)
- k) Incorrect information regarding attendance.

(2) Collusion in exam cheating will be treated in the same way as actual cheating.

(3) Attempted cheating will be treated in the same way as actual cheating.

(4) Exam cheating is considered a serious breach of the regulations.

(5) Within the framework of the applicable legislation, the University is entitled to use electronic means to detect exam cheating.

### *Investigation of exam cheating*

**6.** The head of studies will investigate cases of exam cheating.

(2) On investigating the matter, if the head of studies finds that the student has cheated in an exam, a report is submitted to the Dean (see 4 and 5).

(3) If the Dean confirms that it is exam cheating, a report and recommendation are submitted to the Rector, or see 7.

(4) The report must be written in such a way that it can serve as the basis for the Rector's assessment and for consultation with the student. If the student does not understand Danish, the report must be written in English.

(5) The Dean may report a case to the Rector if dictated by the circumstances.

(6) Awarding of the student's grade is delayed pending a decision in the case.

(7) The student is not allowed to sit another exam in the course/subject element concerned until a decision has been made.

### *Sanctions*

**7.** In cases of exam cheating, the Dean may close the case with a warning, see 9(1), or submit it to the Rector, see 6(3).

**8.** In cases of exam cheating, the Rector may impose the following sanctions:

- 1) Issue a warning, see 9(3)

- 2) Suspension from the exam in question, see 10
- 3) Suspension from the University, see 11.

### Warning

**9.** Pursuant to section 7, the Dean may close the case with a written warning, if so deemed, and if it is considered appropriate to release the student's assignment for assessment.

(2) In such cases, the Dean is to send a copy of the decision to the Rector.

(3) Pursuant to section 8(1), the Rector can give the student a written warning.

### Suspension from exams

**10.** Pursuant to section 8(2), the Rector can suspend the student from the exam in which the cheating, attempted cheating, collusion in cheating or other breaches of exam rules occurred, see 4 and 5.

(2) Suspension from the exam means either that no grade is awarded for the assignment or that the grade is annulled.

(3) The student will be given the lowest grade and registered for having used an exam attempt.

(4) If necessary, any diplomas issued will be annulled.

### Suspension from the University

**11.** Pursuant to section 8(3), the Rector can suspend students from the University for cheating. Suspension from the University may be permanent or for a fixed period.

(2) Suspension means that the student is excluded from all classes, exams and other activities at the University during the period of suspension.

(3) Suspension does not affect the student's registration for courses and exams that are planned to take place after the period of suspension.

(4) Credits cannot be transferred in advance and final credits cannot be awarded for any study activities planned or undertaken at other educational institutions during the period of suspension.

### ***Other unacceptable behaviour***

#### *Investigation of other unacceptable behaviour*

**12.** Cases involving forms of unacceptable behaviour other than exam cheating, see 3, are investigated by the head of studies if they relate to teaching or exams, by the head of department if they relate to departmental matters, and otherwise by the Dean.

(2) Delegation of responsibility under 12 above is an option under the general rules.

(3) Upon investigation of the case, if it is assessed that the student has committed a serious or recurring breach of the rules, a report is submitted to the Dean.

(4) If the Dean agrees that a serious or recurring breach of the rules has occurred, the case is referred to the Rector along with a recommendation, however, see 14.

(5) The report must be written in such a way that it can serve as the basis for the Rector's assessment and for consultation with the student. If the student does not understand Danish, the report must be written in English.

(6) The Dean may report a case to the Rector if dictated by the circumstances.

**13.** Criminal offences detected at local level must be reported to the Dean.

(2) The Dean must submit a report of the criminal offence to the Rector.

(3) However, local units can report the offence to the police in case of an urgent situation.

### *Sanctions*

**14.** In cases of other unacceptable behaviour, the Dean can:

- 1) Issue a warning, see 16(1)
- 2) Suspend the student from the University's social events, see 18
- 3) Submit the case to the Rector, see 12(4).

**15.** In cases of other unacceptable behaviour, the Rector may impose the following sanctions:

- 1) Issue a warning, see 16(4)
- 2) Suspension from the University, see 17
- 3) Annulment, see 19
- 4) Notifying the police, see 20.

## Warning

**16.** Pursuant to section 14(1), the Dean may close the case with a written warning if so deemed.

(2) In such cases, the Dean is to send a copy of the decision to the Rector.

(3) However, in the event of a serious or recurring breach, the case must be reported to the Rector, see 14(3).

(4) Pursuant to section 15(1), the Rector can give the student a written warning.

## Suspension from the University

**17.** Pursuant to 15(2), the Rector may suspend students from the University in cases of serious or recurring breaches of the rules laid down in 1 to 3 above.

(2) Suspension from the University may be permanent or for a fixed period.

(3) Suspension means that the student is excluded from all classes, exams and other activities at the University during the period of suspension.

(4) Credits cannot be transferred in advance and final credits cannot be awarded for any study activities planned or undertaken at other educational institutions during the period of suspension.

## Suspension from social events

**18.** Pursuant to section 14(2), the Dean may suspend students from social events at the faculty if suspension from the faculty or University is deemed unnecessary.

(2) Suspension from social events can be for a limited period of time.

(3) Suspension from social events means that the student is allowed to attend classes and academic events.

(4) In such cases, the Dean is to send a copy of the decision to the Rector.

## Annulment

**19.** If it is ascertained that a student was admitted on the basis of incorrect or incomplete information, the Rector can annul the student's enrolment pursuant to 15(3).

(2) If it is ascertained that a student has given incorrect or incomplete information about previously passed educational elements, the Rector can annul the student's enrolment pursuant to 15(3).

(3) Any passed exams and issued diplomas issued will be annulled if so deemed.

Notifying the police

**20.** The Rector may notify the police if so deemed.

### ***Reimbursement***

**21.** Sanctions imposed under these regulations do not give the student the right to a partial or complete refund, or any other form of credit, of tuition fees or similar payments.

### ***Appeals***

*Exam cheating*

**22.** Students have two weeks to submit an appeal to the Rector about decisions made by the Dean, see 7.

(2) Students may submit appeals about decisions made by the Rector under section 8 to the Danish Agency for Higher Education, under the Ministry for Higher Education and Science, if the appeal concerns legal issues, however, see (3) below.

(3) The appeal is lodged with the Rector, who issues a statement. The student has at least one week to comment on the statement. The Rector then submits the appeal to the Agency along with the statement and any comments from the complainant.

(4) The deadline for submission of appeals in cases of exam cheating is two weeks from the day on which the student is informed of the decision.

*Other unacceptable behaviour*

**23.** Students have two weeks to submit an appeal to the Rector about decisions made by the Dean under section 14.

(2) Students may submit appeals about decisions made by the Rector under section 15 to the Danish Agency for Higher Education, under the Ministry for Higher Education and Science, if the appeal concerns legal issues, however, see (3) and (4).

(3) The appeal is lodged with the Rector, who issues a statement. The student has at least one week to comment on the statement. The Rector then submits the appeal to the Agency along with the statement and any comments from the complainant.

### *Precedence*

24. The regulations are also published in Danish.

(2) In the event of any disagreements between the Danish and the English version, the Danish version takes precedence.

### *Entry into force*

25. These rules come into force on 1 March 2023. The previous regulations (of 27 June 2014) concerning disciplinary measures will be repealed on the same date but will still apply to cases that occurred before the new regulations came into force.

University of Copenhagen, 9 February 2023.

Henrik C. Wegener

Rector



# GUIDE to Rules concerning disciplinary measures towards students at the University of Copenhagen (the regulations)



This guide is based on ‘Rules concerning disciplinary measures towards students at the University of Copenhagen (the Regulations)’ dated 1 March 2023.

## *Other rules and regulations*

In addition to these special regulations, general legislation also applies.

This means among other things that compensation for damage caused to the property of the University or others may be claimed under the general rules for liability.

It also means that sanctions may be imposed under the general rules of criminal law, e.g., for theft, violence or forgery. Of particular importance to the University’s administration are sections 163 and 171 of the Danish Criminal Code on, respectively, making false statements to the public and forgery.

Cases must be processed pursuant to applicable administrative law. This means, among other things, that the student must be given the opportunity to comment on the proceedings and the proposed response, and that they are entitled to bring an observer. However, this does not apply if the police is notified immediately or after summary proceedings, as the case will then be dealt with according to the rules and processes for criminal law.

Delegation of responsibility is an option under the general rules hereof.

## *Terminology*

*Students* are to be understood in an extended sense and include all students enrolled at the University of Copenhagen.

*PhD students* are not covered by the regulations, as they are subject to the Danish Act on scientific dishonesty, the University of Copenhagen's rules for responsible conduct of research as well as other rules and guidelines related thereto. Read more on the [Practice Committee's website](#).

However, PhD students not employed by the University must comply with sections 1-3 of these regulations, except for 3 (c). Failure to do so can be sanctioned according to the regulations.

*Applicants* are not covered by the regulations but are subject to the general rules of administrative law, etc.

*Exam* includes all forms of exams whether oral, written submissions for assessment or otherwise.

Please note in particular that cheating in assignments that are considered a prerequisite for sitting an exam will be treated as exam cheating.

*Degree programme* is defined in a broad sense and includes all academic and social activities associated with studying. This includes, as the case may be, fresher trips, hospitals, general practice, field trips, internships, social events related to the programme, etc.

### ***Unacceptable behaviour***

#### **General**

A pending disciplinary case does not affect students' right to continue their studies until, potentially, a decision to suspend from the University is given. In cases of suspected exam cheating, the student is not allowed to sit another exam in the course/subject element concerned until a decision has been made.

In determining an appropriate sanction, emphasis must be placed on the actual nature and harmfulness to the University of the breach of the regulations, any previous warnings, the risk of repetition and the need to preserve respect for the work of the University as well as whether the University's interests might be sufficiently safeguarded by a less severe sanction.

Ignorance of the rules does not exempt students from liability.

Students may be sanctioned according to these regulations regardless of whether the offence was committed negligently or intentionally.

#### **Re 1 – 3 of the Regulations**

All members of staff are entitled to issue orders or bans when there is good reason to do so. For example, a study board decision that a student is not eligible to participate in a course is a ban with which the student must comply. A breach of such ban would constitute a breach of the regulations.

The regulations cover damage or inconvenience caused by electronic means or by letter, even if the student or harassed individual is not physically on the campus. Harassing or libellous letters, emails, text messages, etc. are covered by the regulations, regardless of the sender's or receiver's address, if they pertain to the student's association with the University.

For 3 (g), reference is made to the University's [Guidelines for the prevention and dealing with allegations of offensive behaviour, including bullying and sexual harassment](#).

### *Exam cheating*

#### **Re 4 of the Regulations**

Each exam must be the result of the student's own individual performance for the specific exam, and an exam paper must be produced within the time frame set for the exam in question, subject to any dispensations.

The student must work in a way that allows others to test their work. In other words, the basis for the student's thinking and writing must be clearly visible to others. Readers must not be in any doubt about the nature of the student's performance and results.

In general, a sufficient degree of independence is expected in the student's work, so that the results, in both form and content, can be attributed to the student concerned.

#### **Re 5 of the Regulations**

##### *Plagiarism*

If the student refers to or copy-pastes from the work of others, including tables, figures and images, the source must be referenced, and the quote must be marked (in the case of a direct quote).

*Direct quote:* Direct quotes must be marked with, for example, quotation marks, indentation or italics. If there is no source reference and marking in the case of a direct quote, it is plagiarism.

It is plagiarism if the student submits a paper as their own, but which the student has not written themselves.

When reproducing other people's thinking, the reference must be faithful to the source. This means that the thinking or text referenced must be reproduced as accurately as possible.

It also means that the student must respect a text's copyright with regard to important points and formulations. Any attempt to publish or rewrite (paraphrase) other people's thinking or work to appear as the student's own is considered exam cheating.

### *Self-plagiarism:*

If the student refers to or copies from their own work, they must cite themselves as the source, otherwise it is a case of self-plagiarism. It is irrelevant whether the student reuses a previously submitted assignment, an article or other texts that they have previously written.

If the student reuses one of their previous papers or parts thereof, they must clearly cite themselves as reference, otherwise it is a case of self-plagiarism and exam cheating. It is also self-plagiarism if the same text is reused in two exam papers that the student submits at the same time or in close association.

However, students must be aware that there may be special rules for the specific exam that allow them to (re-) use their own text.

The reason is, among other things, that students may not be obtain credit transfer for the same work twice over (double credit).

### *Shared notes*

Notes that are written together with others are not the student's own, but those of the group. If the student does not reference the source, it is a case of plagiarism. The student must state with whom the notes have been made and specify precisely which part of the exam paper is derived from the shared notes.

### *Undue contact with others*

During an exam, it constitutes exam cheating if the student has unauthorised contact with other people, regardless of the medium used (in person, by telephone or online). This is the case regardless of whether the contact provides any actual assistance in the exam situation.

### *Non-permitted exam aids and materials*

It constitutes exam cheating if a student brings non-permitted aids or materials to the exam. This is because it entails a risk that the assessment of the student's performance could be made on a basis other than the anticipated one. The mere presence of non-permitted aids and materials during an exam constitutes exam cheating. It is irrelevant whether the student has actually used or otherwise benefitted from the material.

#### *Falsification and fabrication*

In addition to plagiarism, falsification and fabrication also constitute exam cheating. These cover undisclosed construction of data or substitution by fictitious data, undisclosed selective or surreptitious discarding of own undesired results, undisclosed unusual and misleading use of statistical methods, and undisclosed biased or distorted interpretation of own results and conclusions.

#### *Pre-existing knowledge of the exam assignment*

Participation in an exam with pre-existing knowledge of the exam assignment constitutes cheating, regardless of the manner in which the knowledge has been acquired. If the student, whether inadvertently or due to an error on the part of the University, comes into possession of the exam assignment, they must make the University aware of this, after which the University must offer the student a new exam.

#### *Collusion in exam cheating*

If the student helps another student to do exam cheating, it is also cheating and is treated in the same way as if the student has cheated themselves.

Collusion in exam cheating can, for example, take the form of passing on their own text, exam paper, etc., to a fellow student or sparring about responding to a given assignment in cases where it is not a group exam.

#### *Incorrect information regarding attendance*

Incorrect attendance information is, for example, if a student provides incorrect ID information in connection with an exam, or if the student provides incorrect attendance information to the University in situations where classroom attendance is a requirement.

### **Re 6 of the Regulations: Investigation of exam cheating**

The head of studies may close a case if they do not find that cheating has occurred. However, if the head of studies finds that cheating has occurred, the case must be submitted to the Dean.

Based on the head of studies' report, the Dean is required to forward the case to the Rector for a decision unless the Dean decides to issue a warning.

If the Dean disagrees with the head of studies' assessment that exam cheating has occurred, they can bring the case to a close (see 6 (3)).

The Dean may report a case to the Rector if dictated by the circumstances.

If a student has cheated (or is suspected thereof) at an exam held at a faculty other than the faculty in which the student is enrolled, it is the faculty that has held the exam that is to investigate the matter, including consultation with the student. Prior to reporting to the Dean/Rector, the faculty must consult the faculty in which the student is enrolled in order to clarify any ambiguities and issues (e.g. in relation to the student's course of study and previous decisions about exam cheating).

### **Re 7 of the Regulations: Sanctions**

The Dean may close the case with a warning or submit it to the Rector.

The Rector decides on suspension from the exam or the University, as only the Rector has the power to suspend.

The Rector can suspend the student even if the Dean has not recommended this course of action.

#### *9 Warning*

The Dean and the Rector may close a case with a written warning if so deemed, and if, in cases of exam cheating, it is considered appropriate to release the student's exam product for assessment and grading.

The Dean notifies the student and the Rector at the same time. The Rector will regularly review cases with a view to sparring and maintaining the same practice.

The Rector may also issue a warning to the student in addition to the other sanctions.

If the product is released for assessment, the prior suspicion of exam cheating can have no influence on the assessment. In this context, the faculty may consider whether it is appropriate to submit the product for assessment by another examiner.

### *10 Suspension from exams*

If the student is suspended from the exam, the exam paper will not be assessed but will administratively be assigned the bottom grade and the student will be registered as having used an exam attempt.

The student is not allowed to sit another exam in the course/subject element concerned until a decision has been made, see 6 (7). If the student has been informed of this and proceeds against the rules to sit the exam in the course/subject element concerned, the exam attempt and any grade given will be annulled.

*Used exam attempts:* At the subsequent exam, the student must sit a new exam in the course concerned.

If the student has cheated on their first exam attempt, the subsequent exam attempt will then be the student's second attempt.

This also applies to bachelor projects.

If the student has cheated on their third exam attempt, they must apply for a dispensation for a fourth attempt.

*Master's theses:* It is a concrete academic assessment of whether the student is to produce a master's thesis corresponding to the scope of a first or a subsequent master's thesis attempt.

The starting point is that the student must produce a master's thesis corresponding to the exam attempt reached by the student.

If the student has cheated on their first exam attempt, the subsequent exam attempt will then be the student's second attempt.

The student may produce a thesis within the same subject field, but with a different problem statement (in the case of a subsequent exam attempt), see the Programme Order.

However, there may be situations in which the student will have to produce a completely new master's thesis, e.g. if a concrete academic assessment of the circumstances so dictates, or if the student has plagiarised the main part of their thesis or the data basis in the first exam attempt.

### *11 Suspension from the University*

If the student is suspended from the University, they are excluded from all classes, exams and social and academic events. Suspension comprises both in-person and online attendance for teaching, exams, etc.

However, suspension does not preclude the student from taking necessary action in relation to the next semester, including registration for courses and exams placed after the expiry of the suspension period.

The student will not receive SU during the suspension, cf. the SU rules.

*Annulment of diploma:* If the student has been given their diploma, e.g. where the student's grade has been released by mistake, whereby the student has completed their education and received an exam transcript, or where exam cheating is discovered at a later point in time, the diploma in question must be annulled.

### ***Other unacceptable behaviour***

#### **Re 12 - 13 of the Regulations: Investigation of other unacceptable behaviour**

The Dean may report a case of other unacceptable behaviour to the Rector if dictated by the circumstances.

*Serious breach:* Examples of serious breaches of the regulations are violations of the rules of the Danish Criminal Code, including forgery, harassment, (threats of) violence and offensive behaviour.

#### **Re 14 - 19 of the Regulations: Sanctions**

Only the Rector may suspend students from the University. However, the Dean may suspend from social events at the faculty, cf. 18.

#### ***16 Warning***

The Dean and the Rector may close a case with a written warning if so deemed. However, in the case of a serious or recurring breach, the Dean must report the case to the Rector.

The Dean notifies the student and the Rector at the same time. The Rector will regularly review cases with a view to sparring and maintaining the same practice.

The Rector may also issue a warning to the student in addition to the other sanctions.



### *17 Suspension from the University*

If the student is suspended from the University, they are excluded from all classes, exams and social and academic events for the duration of the suspension. Suspension comprises both in-person and online attendance for teaching, exams, etc.

However, suspension does not preclude the student from taking necessary action in relation to the next semester, including registration for courses and exams placed after the expiry of the suspension period.

The student will not receive SU during the suspension, cf. the SU rules.

### *18: Suspension from social events*

The Dean may suspend the student from social events for a limited period if circumstances so dictate and if a more extensive suspension is deemed not to be necessary. In this case, the student may attend classes and academic events.

In case of doubt, the Dean assesses whether the event in question is academic or social. For mixed events, the student may only attend the academic part and must leave the event thereafter.

If the suspension is subsequently deemed to be extended to include suspension also from classes and academic events, etc., the case must be reported to the Rector.

The Dean notifies the student and the Rector at the same time. The Rector will regularly review cases with a view to sparring and maintaining the same practice.

### *19 Annulment*

*Annulment of diploma:* In cases where the student has been given their diploma, it must be annulled if so deemed.

This could be in cases of forgery committed in connection with applying for admission to a bachelor's degree programme, but where it is not discovered until after the student has achieved their bachelor's degree.

### *20 Notifying the police*

The Rector decides whether to notify the police. The Rector may take this course of action even if the Dean has not recommended it.

Notifying the police does not preclude a warning or suspension for the same offence.

The rules for notifying the police are not exhaustive. Local units can always notify the police in case of urgency. An employee may call the police if deemed necessary to prevent a crime, e.g., assault or theft.

However, if the criminal offence takes the form of a political demonstration, the employee must take steps to inform management as the first course of action.

If a crime has been committed, and the identity of the perpetrator is unknown, the employee who is responsible at the local level must decide whether the matter should be reported to the Rector with a view to notifying the police.

If the criminal act is not committed by a student but, for example, by an applicant or another external party, the general rules of administrative law apply if, at the same time as notifying the police, it is decided to reject admission or expel the individual from university grounds.

There is no authority under the regulations to suspend applicants from the University as they are not covered by the regulations.

### *Appeals*

**Re 23** No deadline has been set for appeals in cases concerning other unacceptable behaviour.