

1 May 2017

Case No. 17/22197
LIP/KB/JHV
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Code of Practice

Title:	Rules regarding disciplinary measures for students at Southern Denmark University (SDU)
Reference:	§ 14, subsection 9 of the Danish Executive Order on Universities (Danish University Act, universitetsloven), LBK No. 261 of 18/03/2015.
Memo sent to:	All faculties
Memo sent for informational purposes to:	Central Administration and the Vice-Chancellor's Office
Status:	Public

Please note - the Danish version of this code of practice has legal precedence

Determined in accordance with § 14, subsection 9 of the Executive Order on Universities (Danish University Act, universitetsloven), LBK No. 261 of 18/03/2015.

Code of Conduct

Section 1. During their studies students, must act in a manner that ensures the University's uninterrupted function. Students are obliged to comply with instructions and orders from University employees regarding compliance with the rules named in subsections 2 - 4.

Subsection 2. Students must act considerately towards staff and fellow students. Students must act in regard to the University's property, buildings and possessions when present on the University area.

Noisy behaviour, eating, drinking, etc. must not take place in such a manner that it causes inconvenience to others. This implies e.g. that threatening or harassing behaviour and violation of the University's smoking ban may be considered violations of the code of conduct.

Subsection 3. Students must abide by the rules set by the University or by rules the University are bound to. Students are obliged to comply with the University's safety regulations, indicated by signs, notices, house rules etc.

Subsection 4. While participating in an internship, a clinical internship or similar, students must act in accord with standards and guidelines applicable for the company/institution, such as standards for patient contact.

Examination Irregularities

Section 2. Students must act and behave in accordance with the rules for examinations set by the University, including rules on cheating, cf. § 3.

Subsection 2. Unintentional violation of the rules and attempts to cheat in examinations are treated in the same manner as intentional violations.

Section 3. It is among other things considered cheating when a student:

- 1) Plagiarise, including reusing own texts (autocitation) without source reference and citation
 - 2) Commit forgery
 - 3) Omit information
 - 4) Mislead about their own efforts or results
 - 5) Participate in unauthorised cooperation
 - 6) Receive help during examinations or help others during a non-group examination
 - 7) Unlawfully have prior knowledge of the examination assignment
 - 8) Provide false attendance information
 - 9) Attempt to bypass, deactivate or otherwise impede the purpose of the University's use of electronic surveillance measures, cf. subsection 3.
- Subsection 2.* Cheating in examinations can occur during all types of examinations at SDU.
Subsection 3. The University may use electronic surveillance measures to detect cheating in examinations.

Other violations

Section 4. Other gross breach of good academic practice and breach of national codes of conduct for Research Integrity are also reported to the Vice-Chancellor. This applies among other thing to:

- 1) Falsification of documents
- 2) Abuse of data/data hacking
- 3) Unauthorized use of IT programs, including illegal file sharing or other breaches of copyright or IT rules,
- 4) Violation of data security or theft/abuse of other's research results or work

Subsection 2. Criminal acts committed in relation to the University are immediately reported to the Vice-Chancellor. This is undertaken with a view to the Vice-Chancellor's decision whether to notify the police and consideration regarding possible sanctions in accordance with section 6. The latter in regard to the University's uninterrupted function.

Subsection 3. Submission of incorrect and/or inadequate information in connection with application for admission is reported to the Vice-Chancellor.

Reporting to the Vice-Chancellor and handling of cases

Section 5. Violations of the rules regarding disciplinary measures, cf. §§ 1-4, will be handled by the Vice-Chancellor or an authorised representative appointed by the Vice-Chancellor, cf. subsection 2.

Subsection 2. Violations of the rules on disciplinary measures will be investigated and processed by the Vice-Chancellor's Office and Student Services as follows:

- 1) Violation of the code of conduct, cf. § 1, are investigated and processed by the Vice-Chancellor's Office.

2) Violation of the rules for examination irregularities, cf. § 2 and § 3, are investigated and processed by Student Services.

3) Other violations, cf. § 4, are investigated and processed by the Vice-Chancellor's Office.

Subsection 3. Reporting to the Vice-Chancellor takes place as soon as possible and in writing after consultation with the student, unless the need to maintain peace and order requires immediate reporting.

Sanctions

Section 6. Violations of this code of practice may be sanctioned by the Vice-Chancellor with the following:

- 1) An issued warning
- 2) Refusal of assessment
- 3) Cancellation of assessment
- 4) Expulsion from the University for a limited period of time or permanently.

Subsection 2. Sanctions under subsection 1 may be combined. The Vice-Chancellor's choice of sanction(s) places emphasis on the gravity of the offence, any prior offences, the risk of repetition and consideration of ensuring the uninterrupted function of the University and preservation of the University's activities.

Subsection 3. Refusal or cancellation of an assessment will be recorded as an attempt at the applicable exam(s). This also applies to written group tests. In such instances, assessment of the task will be refused in its entirety for all participants in the group.

Subsection 4. Expulsion means that the student immediately loses all rights, access and offers to and/or from the department during the expulsion period.

Opportunity to Complain and the Entry into Force of Provisions

Section 7. Pursuant to the Danish University Act, Section 34, the Vice-Chancellor's decision might, if it concerns a legal matter, be referred to the Danish Agency for Science and Higher Education, Bredgade 43, 1260 Copenhagen K.

Section 8. This code of practice enters into force on 1 May 2017.

Subsection 2. The rules on disciplinary action for students at SDU from September 2015 will be repealed, however they will continue to apply to matters committed prior to these rules' entry into force.

Henrik Dam

Vice-Chancellor

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