

## Fraud prevention

Exam fraud is unacceptable. Therefore, if fraud is detected, strict actions are taken.

### Exam fraud



A student who commits fraud during an examination harms his or her fellow students as well as the institution. Exam fraud diminishes the value of the diploma and can therefore damage the reputation of the Law School. With the increased use of smartphones and smartwatches the risk of fraud has increased. That is why a number of rules apply during an examination. The rules that apply and the sanctions that can be imposed if you have committed fraud are listed below. It also indicates what you can do to prevent fraud. But what does the Leiden Law School regard as fraud?

### What does the Leiden Law School regard as fraud?

The rules and regulations of the Board of Examiners define fraud as

“any action or omission that renders proper judgment of someone’s knowledge, insight, skills, (professional) attitude or reflection entirely or partially impossible, including in any event:

- a. the possession of unauthorised communication equipment or unauthorised documentation during an examination or practical assignment;
- b. the presence during an examination or written assignment of unauthorised notes in the permitted material;
- c. copying all or part of someone else's answers during an examination or practical assignment;
- d. exchanging information with another person during an examination or practical assignment;
- e. pretending to be another person during an examination or practical assignment;
- f. [plagiarism](#);

Fraud also includes gaining or attempting to gain access to courses or a midterm exam, practical assignment or examination on improper grounds.

This therefore includes copying someone else’s work, hand signalling, applying unauthorised notes or coding in the material you are allowed to use, the use of unauthorised material, for example smartphones or smartwatches, and adjusting an answer with the help of a fellow student whilst queuing to submit your exam papers. This includes helping a fellow student in the queue so that he or she can adjust his or her answer.

### Which rules apply?

- All written examinations will be handed out only when you are seated. In order to avoid this taking away from your time to complete the exam, you will need to ensure that you arrive on time. Depending on the number of participants, the exam location will open 10-15 minutes before the start of the exam, so that you can take your seat.

- Examinations that have different versions are provided with coloured cover pages, each version with its own colour.
- There will be a thorough check as to whether you are entitled to participate in the examination. This check also applies to your proof of identity. This proof of identity refers to the actual document. A photo on your smartphone or a photocopy is not accepted.
- You may only have the permitted examination materials on your desk. The invigilators will check this for everyone. They will also check that there are no unauthorised notes, underlines, coding and suchlike in the materials.
- Electronic communication equipment and data carriers, such as smartphones and smartwatches, are not permitted. You must switch these off, store them in your bag and close the bag. Again, the invigilators will monitor this strictly.
- You will need to put your coat and bag next to your desk, so that they are out of reach. You may not hang these on (the back of) your seat.
- Latecomers are permitted to enter the exam location until 45 minutes after the scheduled start time of the exam. Therefore, you may not finish and leave the examination any earlier than one hour after the scheduled start time.
- Should you need to use the toilet, you must raise your finger and wait for permission. Before leaving your place, make sure you have covered your work so that your fellow students cannot see your answers. Of course, you are not allowed to bring electronic communication equipment or (other) data carriers to the toilet.

See also the Examination Rules and Regulations for the bachelor's degree programmes and the [Examination Rules and Regulations](#) for the master's degree programmes. The rules about fraud can be found in chapter 6 of these Rules and Regulations. Please note that fraud does not require intent. So even if it was not your intention to commit fraud, but you did something that you were not allowed to do or you did not do something that you should have done, you still committed fraud. It also does not matter whether or not you actually benefitted or could have benefitted from it.

### **What are the sanctions?**

If the examiner or invigilator sees that you are committing fraud, she or he will call you to account. The examiner may ask you to hand over any items that you have with you that may be important for the assessment of the irregularity or fraud. You are obliged to comply with such a request. Your belongings will be returned to you later. You may complete the exam. But your work will be assessed only after the Board of Examiners has given permission.

Each case of fraud is reported to the Board of Examiners. It will then investigate what has happened and will also give you an opportunity to provide your point of view. The Board of Examiners may declare the result of your exam invalid. It can also exclude you from participating in the (retake) exam and from participating in one or more other examinations. This can be for a whole year. Any courses or exams that you may have taken and passed anywhere else during this period of exclusion (so including any essays, papers and theses you passed) can in no way be counted for credit at the Law School. In case of severe fraud, the Board of Examiners can ask the university's Executive Board to permanently terminate your enrolment in the programme.

If you have committed fraud, this is always noted in your electronic student file. And you can no longer complete your programme with a designation of 'cum laude' or 'summa cum laude'. If in addition to your regular programme you follow a programme at the Honours Academy, the Board of Examiners of the Honours Academy will be informed that you committed fraud.

**How can I prevent fraud?**

This is very simple. You do not have to do anything other than ensure that you know what the rules and instructions are that you must adhere to as a student. These rules and instructions are partly included in the Rules and Regulations of the Board of Examiners. Special rules may apply to certain courses. From the start of the programme, various courses pay attention to what constitutes fraud and what is and is not allowed. You must ensure that you do nothing that conflicts with the rules and instructions. If you are still not sure what fraud is, you should ask the examiner (the course coordinator). The fact that you did not know which rules applied is never a reason for the Board of Examiners to condone fraud.