



EXAMINATION AT BTH

Information about examination
to students at
Blekinge Institute of Technology





WHAT DOES EXAMINATION MEAN?

At the higher education institution it is the examination that gives you as a student the possibility to show what you know and what you have learnt from a course. It is also an opportunity for you to connect the different parts of the course, and the examination also works as an important part of the learning process.

”Examination” refers to all the occasions when your professor assesses your work during a course. It could be group work, as well as active participation at seminars, oral presentations, in-hall examinations, different types of hand-in assignments as, e.g., PM or take-home exams, and/or other types of examination forms. To study at a higher education institution means to work independently, and it is your own capacity of critical thinking and scientific writing that you develop. There are requirements placed on you concerning carefulness regarding references to sources and quotation marks when you use text or information from all types of sources.

It is important that each examination taken by you contains your own arguments and formulations. When you use other texts or ideas from other texts, you have to state the source in a correct manner. This also applies to texts that you earlier have produced yourself, as each examination is a new achievement that has to be assessed. It is a matter of quality for the institute and for you that it is your own performance and achievements that you account for and are given credits for.

To guarantee that all information that is presented actually is your own, Blekinge Institute of Technology uses a web-based tool to control the presence of plagiarism in the texts. Plagiarism means that you try to present the contents of the work of somebody else as your own without stating the source. In the guide Refero – an antiplagiarism tutorial you can read more about how to state sources, how to quote and give references correctly to avoid plagiarism.



www.bth.se/eng/library/student-thesis



WHAT HAPPENS IF I DO NOT FOLLOW THE RULES - THE DISCIPLINARY COMMITTEE

If a professor suspects that you attempt to mislead at the assessment of a study achievement, that is, that you attempt to cheat, this is reported to the Vice-Chancellor of the Institute. The Vice-Chancellor then has the case investigated and also gives the student the opportunity to comment on the matter. After that, the Vice-Chancellor makes a decision concerning whether to leave the case without further measures, issue a warning or refer the case to the Disciplinary Committee for examination. You can also be reported to the Disciplinary Committee if you disturb the order or disrespect the regulations at an in-hall examination or other examination.

The most common types of disciplinary matters reported are:

- Plagiarism
- Prohibited collaboration
- Prohibited means of assistance at, for example, in-hall examinations. These include among other things prohibited notes with text or access to a mobile phone.

The work of the Disciplinary Committee is regulated in Chapter 10 of the Higher Education Ordinance. The Disciplinary Committee consists of the Vice-Chancellor who is the Chairperson, a legally competent member, a teacher representative and two student representatives. The Disciplinary Committee can decide to leave the case without further measure, issue a warning or suspend the student from all types of activities within the educational programme at the Institute, e.i. teaching, examinations, seminars, laborations or the like. A decision of suspension also means that the student is not allowed to use the IT resources of the Institute nor visit or be on the premises of the Institute. A suspension can refer to one or several periods, in all, however, maximum six months. When a student is suspended, information thereof is sent to, among others, the concerned department, the IT department, and the Student Affairs Office. The decision of warning or suspension taken by the Disciplinary Committee can be appealed to the Administrative Court in Växjö.

AT AN EXAMINATION IT IS IMPORTANT:

- To read the instructions for the examination.
Ask if there are things that you do not understand.
- That you clearly state the sources that you have used.
- That you use quotation marks when you copy something word for word and that you then state the source.
- That you state the source if you re-use text that you yourself have written earlier.
- That you work independently if it is an individual assignment.

FOR IN-HALL EXAMINATIONS IT IS IMPORTANT:

- That you do not have access to anything that could be understood as a prohibited means of assistance.
- That you turn off your mobile telephone and keep it at the indicated place.
- That you read the regulations for exams in examination rooms.
- That you ask if you are unsure of what rules apply.

YOU FIND MORE INFORMATION ON HOW TO USE REFERENCES AT:

 <http://writingguide.se>

YOU FIND MORE INFORMATION ON THE WORK OF THE DISCIPLINARY COMMITTEE AT:

 www.bth.se/om-bth/organisation/disciplinnamnd
Only in Swedish

