



**LUNDS**  
UNIVERSITET

Nationalekonomiska  
institutionen

2010-11-24

## Rules for written exams and information about plagiarism

### *Written exams*

In order to take an exam you must be registered on the course in question. If you have previously been registered on the course, you must submit a re-registration.

1) If you are registered on the course for the first time, you do not have to register for the first regular written examination. However, you must register for the re-exam. If you are re-registered on a course, you must always register for the exam. Registration for an exam must be submitted at least **seven days in advance** via the student web portal Live@Lund.

2) Be on time! **The examination commences at the exact specified time**, i.e. no "academic quarter" applies. It is recommended that you arrive at the examination hall approximately 15 minutes before the exam commences. **Late arrivals are only admitted during the first 30 minutes**, after which you are not allowed to enter the examination hall.

3) The seating instructions provided by the guard on duty must be followed strictly. Overcoats, bags et cetera must be placed at the designated areas.

4) You should go directly to a desk, take out your ID-card and the allowed means of assistance, and then place any other belongings at the designated areas and return to your desk and wait for the test to commence. During the test you are not allowed to open your bag without assistance of the guard on duty.

5) **Telephones, MP3 players or other electronic devices are not allowed in the examination hall.**

6) **Stay seated until the examination commences.** You are not allowed to turn your test over until the guard on duty says so. Talking is not allowed once the examination has begun.

7) It is your lecturer's responsibility to inform you about any allowed utensils such as calculators, tables, dictionary et cetera. You are obliged to make sure that any allowed utensils do not have any written notes, loose sheets et cetera, and that you are using an allowed calculator. Utensils other than those explicitly listed on the test's cover sheet, are not permitted.

8) If the professor indicates on the exam that a dictionary is allowed, the guard on duty can supply you with an English/English and an English/Swedish dictionary on request. If you need a dictionary in any other language, it must be sanctioned by the professor well in advance. It is then up to you to provide such a dictionary and you shall hand it in to the Administration Officer Mr Peter Schüller (room EC1:287) at least a week before the exam takes place. It will be brought to the examination hall by the guard on duty.

9) **An id control is undertaken at all examinations.** For this reason, you must have your ID-card on the desk during the examination. Please note that if you do not have an ID-card with you, you are not allowed to take the exam.

10) The lecturer in charge of the examination will show up once during the first regular exam.

11) Scratch paper is provided by the guard on duty. It is not permitted to bring your own scratch paper. Do not put any paper on the floor. Bring your own pencil and eraser.

12) Smoking is not allowed.

**13)** When you temporarily leave your desk, you must cover all your papers on which you have made notes, in order to avoid being suspected of letting other students look at what you have written.

**14)** You may not leave the examination hall during the first 60 minutes, neither for pausing nor for delivering an empty response sheet (i.e. giving up). Your ID-card must be controlled before you can leave the hall. You have to hand in your test.

**15)** The guard on duty informs when 10 minutes of the time are remaining. When the guard on duty informs that the time is up, you must immediately put down your pen and hand in your test. If not, you risk that your test will not be considered. When handing your test to the guard on duty you must be prepared to show your ID-card. You must always hand your test even if you hand it in "Blank" (i.e. without answering the questions). Please tidy up your desk before you leave it.

**16)** All exams must be handed in (even if you have made no attempt to answer any questions). Tick the box "BLANK" if you wish to leave a blank exam or if you do not wish your exam to be graded.

**17)** You are not allowed to talk to any other student during the test and not after you have handed in your test and still are in the examination hall. If you need to borrow an eraser or something similar, address the guard on duty.

**18) All violations of the above are treated as attempt to misconduct and cheating.** Please note the consequences of cheating below.

### **Cheating**

The Department of Economics will take immediate action against all forms of misconduct during the examination, and sanctions will be implemented to students found guilty of cheating. The student will be expelled from academic education if he/she is found guilty of cheating.

If the guard on duty suspects any infringement of these examination rules, he/she will notify the student of this and he/she is also authorized to take any items that may serve as proof. Noncompliance with the instructions of the guard on duty implies expulsion from the exam. The suspicion is reported to the Disciplinary Board at Lund University for further actions.

### **Plagiarism**

Plagiarism is defined in the Oxford English Dictionary as "*The action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft*".

That is, if you use text paragraphs, text fragments, figures, tables or anything similar from books, articles, working papers, research reports, newspapers et cetera in your essay or any other written work, and pass it off as being your own work, this is considered as plagiarism. The simplest and most effective way to avoid any such accusations is to make sure that one uses a strict and complete reference system.

Obviously, any form or attempt to plagiarism is strictly prohibited and will, without delay, be reported to the department's Director of Studies. In a second stage a report is sent to the Discipline Board at Lund University. A typical consequence of plagiarism is suspension from studies during a period of 2-3 months.

*As from October 2008, all essays at the Department of Economics are controlled for plagiarism by use of the company Urkund.*

Dr. Pontus Hansson  
Director of studies,  
Department of Economics,  
Lund University