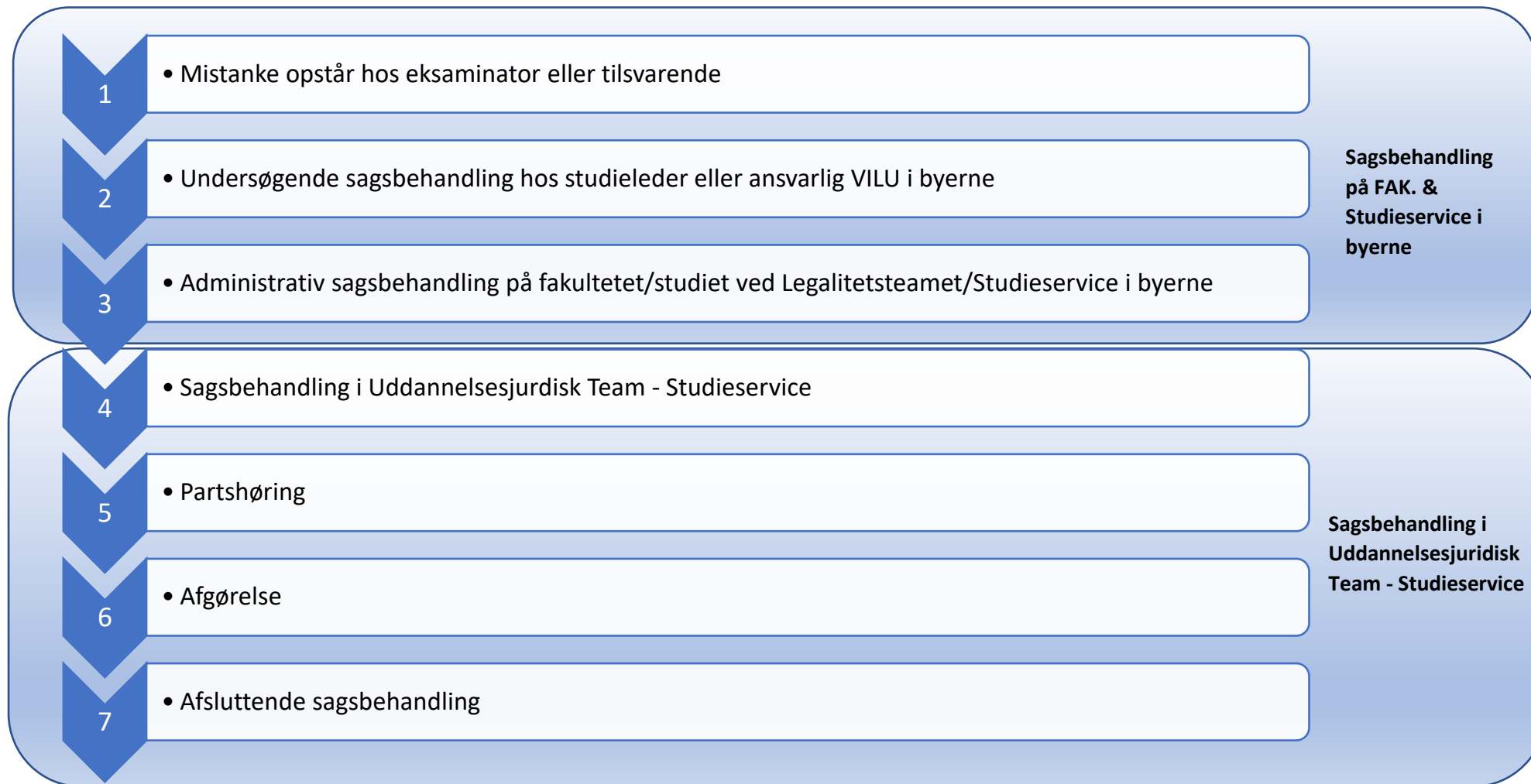


## Procedure vedrørende indberetning af sager ved mistanke om eksamensuregelmæssigheder

*Samlet procesoversigt*



Kilde: [QUICK GUIDE](#) udarbejdet af Studieservice – Uddannelsesjuridisk Team. Procestrin 1-3 i ovenstående oversigt er tilrettet således den afspejler den interne procedure/praksis på Det Samfundsvidenskabelige Fakultet.

## Procedure vedrørende indberetning af sager ved mistanke om eksamensuregelmæssigheder

### *Quick guide til sagsbehandling på Fakultetet/Studieservice i byerne*

Den følgende guide er udarbejdet til brug for et overblik over processen vedrørende indberetning af sager ved mistanke om eksamensuregelmæssigheder.

Fokuspunktet i den udarbejdede guide er den del af processen, der finder sted på fakultetsniveau, inden en formodet eksamensuregelmæssighedssag indberettes og videregives til Uddannelsesjuridisk Team – Studieservice.

Guiden tager sit afsæt i en samlet [Quick Guide](#) udarbejdet af Studieservice – Uddannelsesjuridisk Team samt information vedrørende eksamensuregelmæssigheder og indberetningen af sager ved formodede eksamensuregelmæssigheder tilgængelig på [sdunet.dk](http://sdunet.dk)<sup>1</sup>.

I det følgende er guiden omtalt Quick Guide (SAMF) og vedrører procestrin 1-3 i den ovennævnte Quick Guide udarbejdet af Uddannelsesjuridisk Team/Studieservice. Beskrivelsen af hver af de tre procestrin i Quick Guide (SAMF) er tilpasset således, den afspejler den interne procedure på Det Samfundsvidenskabelige Fakultet.

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<sup>1</sup> . <https://sdunet.dk/da/undervisning/eksamen/eksamenssnyd>. Hvis linket ikke virker, findes informationen vedr. eksamensuregelmæssigheder på [sdunet.dk](http://sdunet.dk) under fanen Undervisning -> Eksamen -> Eksamensuregelmæssigheder.

**QUICK GUIDE (SAMF)**

<b>Procestrin 1 – Mistanke opstår hos eksaminator eller tilsvarende</b> <i>Opstår mistanke hos eksaminator (eller tilsvarende, der varetager den pågældende eksamen), tages kontakt til studieleder med henblik på en vurdering af forholdene.</i>			
Handling	Ansvarlige (hvem)	Nødvendige dokumenter og/eller information	Vejledning
Kontakt til, og dialog med studieleder om mistanken og de fremkomne forhold.	Eksaminator		
Fremskaffelse og udarbejdelse af dokumentation for mistanken/de fremkomne forhold		<ul style="list-style-type: none"> <li>Kopi af den studerendes indleverede eksamensbesvarelse indeholdende markeringer af hvor der er mistanke om uregelmæssigheder.</li> <li>Angivelse af kilder hvorfra der er mistanke om afskrift.</li> </ul>	<ul style="list-style-type: none"> <li>Markeringen af uregelmæssigheden i den indleverede eksamensbesvarelse kan være ved direkte highlight/markering af tekst i opgavebesvarelsen eller ved indsætningen af kommentarer undervejs i opgavebesvarelsen. Hvis en Ouriginal rapport tydeligt viser, hvor i eksamensbesvarelsen, der er lighed med andre kilder og kilderne fremgår tydeligt heri, kan markering i opgaven undlades.</li> <li>Hvis der er tale om en fysisk kilde, der ikke kan uploades i Ouriginal, fremsendes kilden som dokumentation med markeringer af relevante tekststykker.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ouriginal rapport (hvor relevant).</li> <li>• Eventuelt log fra Exam Monitor (skriftlige stedprøver)</li> <li>• Eventuel fagbeskrivelse, stillet opgave eller andet, der findes relevant for indberetningen</li> </ul>	<ul style="list-style-type: none"> <li>• Den studerendes Ouriginal rapport er at finde i <a href="#">Digital Eksamen</a> under den pågældende prøve.</li> <li>• For yderligere information om Ouriginal henvises til <a href="#">dette link</a>.</li> </ul>
<p>Fremsendelse af materiale til studieleder</p>		<ul style="list-style-type: none"> <li>• Beskrivelse af den formodede uregelmæssighed, herunder:                         <ul style="list-style-type: none"> <li>○ Navn på fag/eksamen</li> <li>○ Kort beskrivelse af mistanken/fremkomne forhold</li> </ul> </li> <li>• Dokumentation (se ovenstående)</li> </ul>	<p>Beskriv kort, hvilke observationer, der danner grundlag for mistanken.</p> <p>Beskrivelsen af eksamensuregelmæssigheden bruges i forbindelse med den administrative sagsbehandling (se procestrin 3).</p>
<p>Afvent studieleders tilbagemelding og (eventuel) administrativ sagsbehandling i Legalitetsteam/Studieservice i byerne (se procestrin 3: Endelig indberetning og overdragelse af sag)</p>			

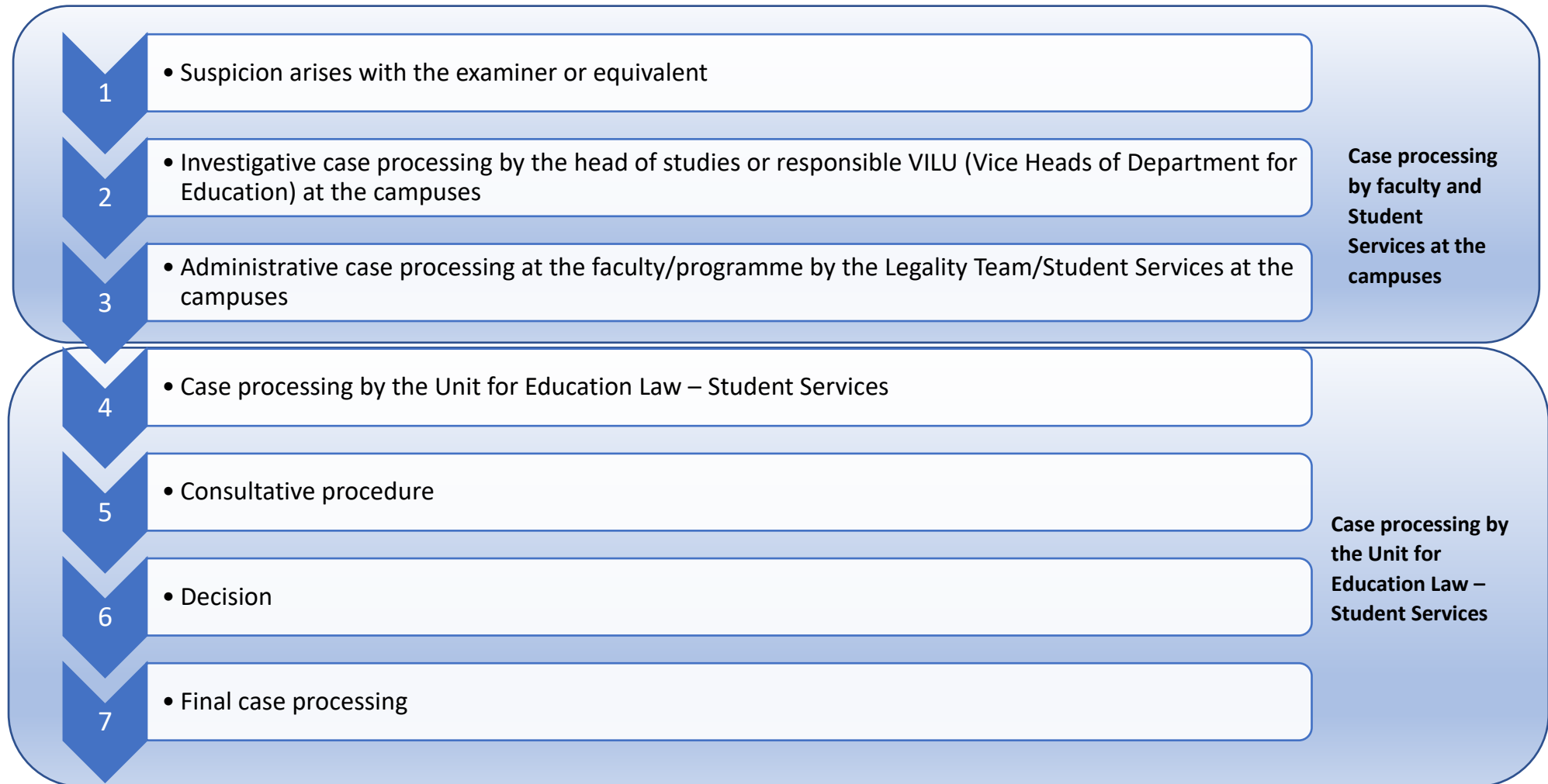
<b>Procestrin 2 – Undersøgende sagsbehandling hos studieleder</b> <i>Studieleder eller ansvarlig VILU i byerne foretager en faglig vurdering af, hvorvidt mistanken er tilstrækkeligt begrundet og om en sag skal indberettes.</i>			
Handling	Ansvarlige (hvem)	Nødvendige dokumenter og/eller information	Vejledning
Kontakt og dialog med eksaminator om mistanken og de fremkomne forhold  Vurdering af fremkomne forhold.  Forholdene kan være tilstrækkeligt begrundede eller ikke tilstrækkeligt begrundede.	Studieleder/ansvarlig VILU i byerne		
<ul style="list-style-type: none"> <li>• <i>Ved ikke-begrundede forhold:</i> Orientering til eksaminator om at prøven skal bedømmes.</li> <li>• <i>Ved begrundede forhold:</i> Sagen videregives til Legalitetsteamet eller Studieservice i byerne, som foretager den administrative sagsbehandling – se procestrin 3.</li> </ul> Hvis studieleder er i tvivl om, hvorvidt en sag skal indberettes eller ej, anbefales det, at man indberetter den. Sagsbehandlingen af sagen hos Uddannelsesjuridisk Team sikrer, at alle forhold bliver belyst, og hvis der ikke er grundlag for at sagen sendes til rektor, kan den altid frafaldes.		Studieleder kan bede eksaminator om yderligere dokumentation.  <i>Ved ikke-begrundede forhold:</i> Prøven bedømmes på normal vis  <i>Ved begrundede forhold:</i> For sager vedr. studerende tilknyttet campus Odense videregives sagen til Legalitetsteamet.  For sager vedr. studerende tilknyttet en af de øvrige campusbyer videregives sagen til Studieservice i den tilknyttede campusby.	

Procestrin 3 – Administrativ sagsbehandling på fakultetet/studiet ved Legalitetsteamet/Studieservice i byerne			
Handling	Ansvarlige (hvem)	Nødvendige dokumenter og/eller information	Vejledning
Administrativ klargøring af sag til indberetning, herunder: <ul style="list-style-type: none"> <li>• Oprettelse af sag i Acadre</li> <li>• Udarbejdelse af indberetningsdokument</li> <li>• Samling af relevant materiale og dokumentation</li> <li>• Upload af relevant materiale og dokumentation i Acadre.</li> </ul>	For sager vedr. studerende tilknyttet campus Odense: Legalitetsteamet  For sager vedr. studerende tilknyttet en af de øvrige campusbyer: Studieservice i den tilknyttede campusby	<ul style="list-style-type: none"> <li>• Modtagelse af sagen fra studieleder/VILU med beskrivelse af mistanken om uregelmæssigheden samt relevant dokumentation.</li> <li>• Indberetningsdokument</li> </ul>	<ul style="list-style-type: none"> <li>• Legalitetsteamet/Studieservice i byerne kan bede studieleder/VILU om yderligere dokumentation eller information vedr. uregelmæssigheden. (Studieleder/VILU kan efterspørge dette ved eksaminator).</li> <li>• Alle sager sagsbehandles i Acadre via fakultetsspecifikke autoprofiler</li> <li>• Er der flere studerende i sagen skal der oprettes en sag pr. studerende</li> <li>• Indberetningsdokument (skabelon findes på SDUnet). Indberetningsdokumentet er det formelle dokument, hvori den studerende kan orientere sig i, hvad vedkommende er indberettet for (udformes på dansk ved nationale studerende og engelsk på internationale studerende).</li> </ul>

<p>Endelig indberetning og overdragelse af sag, herunder:</p> <ul style="list-style-type: none"> <li>• Indberetning og overdragelse af sag til Uddannelsesjuridisk Team - Studieservice via Acadre.</li> <li>• Orientering til studieleder og eksaminator om, at sagen er indberettet. Eksaminator orienteres samtidig om, at der skal registreres et "EU".</li> </ul>	<p>For sager vedr. studerende tilknyttet campus Odense: Legalitetsteamet</p> <p>For sager vedr. studerende tilknyttet en af de øvrige campusbyer: Studieservice i den tilknyttede campusby</p>	<ul style="list-style-type: none"> <li>• Udfyldt indberetningsdokument med tilhørende dokumentation</li> </ul>	<ul style="list-style-type: none"> <li>• Vejledning på indberetning fremgår af "opgaven" i Acadre</li> </ul>
<ul style="list-style-type: none"> <li>• Registrering af resultatet "EU" i Digital Eksamen.</li> </ul>	<p>Eksaminator</p>		<p><a href="#">Digital eksamen - VIP FAQ om prøveregistreringer.</a></p>
<ul style="list-style-type: none"> <li>• Orienteringsmail til den/de indberettede studerende.</li> </ul>	<p>Legalitetsteam/Studieservice i byerne</p>		
<p>Modtagelse af afgørelse fra Uddannelsesjuridisk Team og videreorientering til relevante parter</p>	<p>Legalitetsteam/Studieservice i byerne</p>		<p>Afgørelsen sendes til orientering hos Jan G. og Annette S.</p>

## Procedure for reporting cases of suspected examination irregularities

*Overall process overview*



Source: [QUICK GUIDE](#) prepared by Student Services – the Unit for Education Law. Process steps no. 1-3 in the above overview have been adapted to reflect the internal procedure/practice at the Faculty of Business and Social Sciences.



## Procedure for reporting cases of suspected examination irregularities

### *Quick guide to case processing at the Faculty/Student Services at the campuses*

The following guide provides an overview of the process of reporting cases of suspected exam irregularities.

The focal point in the prepared guide is the part of the process that takes place at the faculty level before a case of suspected exam irregularity is reported and passed on to the Unit for Education Law – Student Service.

The guide is based on a comprehensive [Quick Guide](#) prepared by the Unit for Education Law at Student Services – as well as information regarding exam irregularities and the reporting of cases of suspected exam irregularities available at [sdunet.dk](http://sdunet.dk)<sup>1</sup>.

In the following, the guide is referred to as the Quick Guide (SAMF) and relates to process steps 1-3 in the above-mentioned Quick Guide prepared by the Unit for Education Law/Student Services. The description of each of the three process steps in the Quick Guide (SAMF) is adapted to reflect the internal procedure at the Faculty of Business and Social Sciences.

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<sup>1</sup> . <https://sdunet.dk/da/undervisning/eksamen/eksamenssnyd>. If the link does not work, the information about exam irregularities is available on [sdunet.dk](http://sdunet.dk). Select Education > Examination > Exam irregularities.

<b>Process step 1: Suspicion arises with the examiner or equivalent</b> <i>If a suspicion arises with the examiner (or equivalent who is in charge of the examination in question), the head of studies is contacted for an assessment of the circumstances.</i>			
Action	Responsible (who)	Necessary documents and/or information	Guidance
Contact and dialogue with head of studies about the suspicion and the circumstances.	Examiner		
Procurement and preparation of documentation for the suspicion/the circumstances that emerged		<ul style="list-style-type: none"> <li>• Copy of the student’s submitted exam paper containing markings of suspected irregularities.</li> <li>• Indication of sources from which transcription is suspected.</li> </ul>	<ul style="list-style-type: none"> <li>• The marking of the irregularity in the submitted exam paper can be by direct highlighting/markings of text in the exam paper or by inserting comments in the paper. If an Ouriginal report clearly flags where there are similarities with other sources in the exam paper, and the sources are clearly stated therein, marking in the exam paper can be omitted.</li> <li>• In the case of a physical source that cannot be uploaded to Ouriginal, the source is sent as documentation with marking of relevant passages.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ouriginal report (where applicable).</li> <li>• If necessary: log from Exam Monitor (written site tests)</li> <li>• If necessary: course description, assignment or anything else that may be relevant for the reporting</li> </ul>	<ul style="list-style-type: none"> <li>• The student’s Ouriginal report can be found in <a href="#">Digital Exam</a> during the exam in question.</li> <li>• For further information regarding Ouriginal, please refer to <a href="#">this link</a>.</li> </ul>
<p>Submission of materials to head of studies</p>		<ul style="list-style-type: none"> <li>• Description of the suspected irregularity, including:                             <ul style="list-style-type: none"> <li>○ Name of subject/exam</li> <li>○ Brief description of the suspicion/circumstances that arose</li> </ul> </li> <li>• Documentation (see above)</li> </ul>	<p>Briefly describe which observations form the basis of the suspicion.</p> <p>The description of the exam irregularity is used in connection with the administrative case processing (see process step 3).</p>
<p>Await feedback from head of studies and (possible) administrative case processing by the Legality Team/Student Services at the campuses (see <i>process step 3: Final reporting and case handover</i>)</p>			

<b>Process step 2: Investigative case processing by the head of studies</b> <i>The head of studies or responsible VILU at the campuses makes an academic assessment of whether the suspicion is sufficiently substantiated and whether a case must be reported.</i>			
Action	Responsible (who)	Necessary documents and/or information	Guidance
Contact and dialogue with examiner about the suspicion and the circumstances	Head of studies/responsible VILU at the campuses		
<p>Assessment of the circumstances that have emerged.</p> <p>The circumstances may be sufficiently justified or not sufficiently justified.</p> <ul style="list-style-type: none"> <li>In the event of <i>unjustified circumstances</i>: Notification of the examiner that the exam must be assessed.</li> <li>In the event of <i>justified circumstances</i>: The case is passed on to the Legality Team or the Student Services at the campuses, who will carry out the administrative case processing – see process step 3.</li> </ul> <p>If the head of studies is in doubt about whether a case should be reported or not, it is recommended to report it.</p> <p>The processing of the case by the Unit for Education Law ensures that all matters are clarified, and if</p>			<p>The head of studies may ask the examiner to provide additional documentation.</p> <p><i>In the event of unjustified circumstances:</i> The exam is assessed in the usual manner</p> <p><i>In the event of justified circumstances:</i> Cases concerning students affiliated with the Odense campus are referred to the Legality Team.</p> <p>Cases concerning students at one of the other campuses are passed on to Student Services at the relevant campus.</p>

it turns out there is no basis for the case being sent to the Rector, it can always be withdrawn.			
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Process step 3: Administrative case processing at the faculty/programme by the Legality Team/Student Services at the campuses			
Action	Responsible (who)	Necessary documents and/or information	Guidance
Administrative preparation of case for reporting, including: <ul style="list-style-type: none"> <li>• Creation of case in Acadre</li> <li>• Preparation of reporting document</li> <li>• Collection of relevant material and documentation</li> <li>• Uploading of relevant material and documentation to Acadre.</li> </ul>	For cases concerning students at the Odense campus: The Legality Team  For cases concerning students at one of the other campuses: Student Services at the relevant campus	<ul style="list-style-type: none"> <li>• Receipt of the case from the head of studies/VILU with a description of the suspicion of the irregularity and relevant documentation.</li> <li>• Reporting document</li> </ul>	<ul style="list-style-type: none"> <li>• The Legality Team/Student Services at each campus may ask the head of studies/VILU for further documentation or information regarding the irregularity. (The head of studies/VILU can request this from an examiner.)</li> <li>• All cases are processed in Acadre using faculty-specific auto profiles</li> <li>• If the case involves multiple students, one case must be created per student</li> <li>• Reporting document (template available on SDU.net). The reporting document is the formal document in which students can inform themselves about they have been reported for (in Danish for Danish students and English for international students).</li> </ul>

<p>Final reporting and case handover, including:</p> <ul style="list-style-type: none"> <li>• Reporting and case handover to Unit for Education Law – Student Services via Acadre.</li> <li>• Informing the head of studies and the examiner that the case has been reported. The examiner is also informed that an ‘EU’ must be registered.</li> </ul>	<p>For cases concerning students at the Odense campus: The Legality Team</p> <p>For cases concerning students at one of the other campuses: Student Services at the relevant campus</p>	<ul style="list-style-type: none"> <li>• Completed reporting document with accompanying documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance on reporting can be found in the ‘task’ in Acadre</li> </ul>
<ul style="list-style-type: none"> <li>• Registration of the result ‘EU’ in Digital Exam.</li> </ul>	<p>Examiner</p>		<p><a href="#">Digital Exam for examiners FAQ about exam registrations.</a></p>
<ul style="list-style-type: none"> <li>• Notification email to the reported student(s).</li> </ul>	<p>Legality Team/Student Services at the campuses</p>		
<p>Receipt of decision from Unit for Education Law and further notification of relevant parties</p>	<p>Legality Team/Student Services at the campuses</p>		<p>The decision is sent to Jan G. and Annette S. for their information.</p>