
COMSTATS Institute of Information Technology
REVISED REGULATIONS RELATING TO THE USE OF UNFAIR-MEANS AND
ACADEMIC DISHONESTY IN THE EXAMINATIONS, 2012

TITLE

1. These Regulations, framed in pursuance of Section 18 (2) (g) of COMSATS Institute of Information Technology Ordinance 2000, shall be called the "COMSATS Institute of Information Technology Revised Regulations Relating to the Use of Unfair-Means and Academic Dishonesty in the Examinations, 2012."

COMMENCEMENT

2. These Regulations shall come into force with immediate effect and supersedes CIIT Employees Regulations Relating to the Use of Unfair-Means and Academic Dishonesty in the Examinations, 2006. All actions taken in the past under the provisions of the superseded Regulations of 2006, if not inconsistent with the provisions of CIIT Ordinance 2000, shall continue and, so far as may be, deemed to have been taken under the provisions of these Regulations. Nothing contained in these Regulations shall construe to mean any thing that may be inconsistent with the provisions of the CIIT Ordinance No.XXXVIII of 2000.

APPLICATION

3. These Regulations shall apply to all students of the Institute.

DEFINITIONS

4. In these Regulations, unless there is anything repugnant to the subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under:
 - (b) "Campus" means a constituent campus of the Institute;
 - (c) "Campus Unfair-Means Control Committee" means a Committee constituted on a campus for the stated purpose, and hereinafter shall be referred to as the Committee in these Regulations;
 - (d) "Director" means the Director of a Campus;

- (e) "Institute" means the COMSATS Institute of Information Technology;
- (f) "Officer In Charge of Examinations" means an officer appointed as such on a campus, for the stated purpose and hereinafter shall be referred to as the Secretary of the Committee, under these Regulations;
- (g) "Rector" means the Rector of the Institute;
- (h) "Student" means a student of the Institute;
- (i) "Teacher" means Professors, Associate Professors, Assistant Professors, Lecturers and Research Staff, engaged on whole time basis by the Institute for teaching at the Institute, and such other persons as may be recognized to be Teachers by the Board.
- (j) "Incharge Conduct of Exams" means the senior faculty member appointed to oversee the arrangements and conduct of terminal examination at the end of a semester in any campus.

All other terms and expressions used in these Regulations shall have the same meanings as assigned to them under section 2 of the COMSATS Institute of Information Technology Ordinance, 2000.

Unfair Means in Examinations

5. The following shall constitute acts of unfair-means during an examination:
- (a) Using hand signals during an examination.
 - (b) Procuring or divulging information to a student pertaining to the examination question paper.
 - (c) Concealing notes on clothing, hands, caps, shoes or in pockets.
 - (d) Supplying to a student during his/her examination, answer to a question that may or may not be contained in the question paper.
 - (e) Copying from any paper, book or note, or any electronic device, or allowing any other student to copy the answer, or using or attempting to use these or any other unfair means.
 - (f) Possessing papers, books, notes, any electronic device, or any material which may possibly be of assistance in the examination, and which have been explicitly prohibited in the examination.
 - (g) Giving or receiving unlawful assistance during an examination.
 - (h) Impersonating or falsely representing a student in the examination.

- (i) Replacing an answer book or any portion thereof.
- (j) Mutilating an answer book by way of tearing off pages.
- (k) Impeding the progress of an examination by any means whatsoever.
- (l) Assaulting or threatening to assault any person in charge of an examination.
- (m) Possessing fire-arms or anything capable of being used as a weapon of offence during an examination.
- (n) Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc.
- (o) Approaching or influencing an employee of the Institute to act corruptly or dishonestly in the conduct of an examination, declaration of examination result, or marking of paper or obtaining secret information relating to an examination.
- (p) Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise, and failure to attribute direct quotation, paraphrase, or borrowed facts, information, or prose.
- (q) Mutilating, altering, interpolating or erasing a certificate or other document or any record maintained by the Institute, or in any manner using or causing to be used, a certificate, document or record, knowing that it is mutilated, interpolated or erased.
- (r) Any such offence which is deemed to constitute the use of unfair-means.

COMMITTEE TO DEAL WITH THE USE OF UNFAIR MEANS

6. (a) The Campus Unfair-Means Control Committee shall normally consist of:
- i. Head/Incharge of an Academic Department, or a senior teacher not less than an Associate Professor to be nominated by the Director, or the Rector, as the case be Chairman
 - ii. Three teachers from different Departments to be nominated by the Director, or the Rector, as the case may be Members
 - iii. Officer In Charge of Examinations Member/Secretary

- (b) The term of office of the members, other than the ex-officio, shall be two years.
- (c) The Secretary shall be responsible for calling meetings of the Committee as and when required; for maintaining the record of its deliberations; and for further action if the Committee's decisions are challenged at any forum.
- (d) The decision of the Committee by majority shall be final and shall be notified by the Secretary of the Committee with copy to all relevant persons/offices.
- (e) An appeal against the decision of the UMCC may be filed with the Director of the campus or Rector, in case of Islamabad Campus, within 10 calendar days of the notification of the decision, who shall either decide the matter at himself/herself, or refer it back to the Committee for review.
- (f) If the case is decided by the Director or the Rector, as the case may be, then his/her decision will be final and binding; and if the case is referred back to the committee then the committee shall reconsider the case and the decision of the committee, in such case, shall be final and binding. The decision shall be notified by the Secretary of the Committee with copy to all relevant persons/offices.
- (g) In order to create an effect of deterrence against acts of unfair means, the notification of the decision of penalties may be placed on the campus notice board and/or in the public media.

PROCEDURE FOR ACTION AGAINST OFFENDERS

7. When an incident of malpractice occurs, the examiner/invigilator/teacher shall immediately stop the student(s) from continuing the malpractice. The following procedure against the offender(s) shall be observed:
 - (a) The examiner/invigilator/teacher shall demand signature on the documents used in malpractice, from the accused student(s). In case the accused student(s) refuse(s) to sign, the fact shall be noted in writing in the examiner/invigilator/teacher's report.
 - (b) The examiner/invigilator/teacher shall report the matter with evidence to the authority appointed by the examinations department to supervise the conduct of examination, hereinafter called the supervisor, or the head of the department concerned in absence of any such authority, in writing, immediately upon the completion of the examination in which the malpractice had occurred. The supervisor or the head of the department concerned, as the case may be, shall forward the matter to the Secretary of the Committee for further processing.
 - (c) The Secretary shall issue a show-cause notice to the accused student(s) giving him/her /them a reasonable opportunity to reply.

- (d) The Secretary shall then call a meeting of the Committee in consultation with the Committee's Chairman, to which the accused student(s) shall also be called to defend himself/ herself/ themselves.
- (e) If necessary, the Committee may call the reporting examiner/ invigilator/teacher to its meeting for further clarification.
- (f) The Secretary shall communicate the decision of the Committee to the accused student(s) and to all other concerned.
- (g) In case involvement of an employee is proved in the malpractice, the findings and recommendations of the Committee shall be sent to the Director, or the Rector, as the case may be, for appropriate action in accordance with the Employees Efficiency and Discipline Statutes.

PENALTIES

- 8. The penalties for using unfair-means in examinations may be any of the following or a combination thereof:
 - (a) Cancellation of the examination paper in which the unfair-means were used.
 - (b) Cancellation of a portion of the paper in which unfair-means were used.
 - (c) A fine of upto Rs.50,000 commensurate with the offense.
 - (d) Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred.
 - (e) Cancellation of the entire course to which the examination paper was related.
 - (f) Disqualification from appearing in examinations for a specified period.
 - (g) Rejection of the research report, dissertation, or thesis when found guilty of plagiarism.
 - (h) Expulsion from the rolls of the Institute.
 - (i) Rustication from the Institute.
 - (j) Forfeiture of degree/diploma/certificate.