



# COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

No. CUI-Reg/Notif-91/24/328


April 23, 2024

## **NOTIFICATION**

Subject: **Standard Operating Procedure (SOP) for Imposing Penalties relating to the use of Unfair Means in the Examinations of COMSATS University Islamabad (CUI)**

In pursuance of Clause - v of the Notification No. CIIT-Reg/Notif-900/12/1337 dated September 6, 2012 on Revised Regulations relating to the use of Unfair Means and Academic Dishonesty in the Examinations – 2012 under Statutes, Rules and Regulations of CIIT, the enclosed “Standard Operating Procedure (SOP) for Imposing Penalties relating to the use of Unfair Means in the Examinations of COMSATS University Islamabad (CUI)” is hereby notified, for compliance by all concerned at CUI.

This issues with approval of the Rector, CUI.

  
(Shahzad Ahmed)  
Manager/ Incharge, Management

### **Distribution:**

1. All Principal Officers
2. All Directors/ Incharge of CUI Campuses
3. All Deans of Faculties
4. Heads/ Incharges of Offices at CUI Principal Seat
5. Heads/ Incharges of Academics and Examination Sections at CUI Campuses
6. Additional Registrar/ Deputy Registrar (Admin) at CUI Campuses (with a request to disseminate across their respective Campuses)
7. Sections Incharges at Registrar Secretariat

### **Copy to:**

- SO to Rector
- PS to the Registrar

## Standard Operating Procedure (SOP) for Imposing Penalties Relating to the Use of Unfair Means in the Examinations of COMSATS University Islamabad (CUI)

1. Conduct of examinations in the Higher Education Institutes (HEIs) is a significant part of the student's academic assessment. All efforts/ means are used by the examinations department as well as faculty/invigilators to ensure a free and fair conduct of examination, however, a significant number of cases where unfair means are used by the students are reported. COMSATS University Islamabad (CUI) has framed "Revised Regulations Relating to the Use of Unfair Means and Academic Dishonesty in the Examinations, 2012" to provide a framework to process such cases. Clause - 5 of these Regulations defines the act of unfair means whereas Clause - 8 states the penalties which can be imposed in cases of use of unfair means.
2. These SOPs stipulate the specific criteria to impose different levels of penalties as stated in the "Revised Regulations Relating to the Use of Unfair Means and Academic Dishonesty in the Examinations, 2012" according to severity of the offence.
3. The violations/ offenses have been categorized in the following table. These SOPs shall help to ensure that penalties are fair and consistent across all cases and standards must be used to impose penalties according to the nature/ severity of unfair means used in the examinations:

### a. Copying Cases

Charges		Punishment
1	Using Hand Signals, talking during exams, or peeking around at peers	<ul style="list-style-type: none"> <li>• Cancellation of a portion of the paper in which unfair means were used</li> <li>And</li> <li>• A fine of up to Rs. 10,000.</li> </ul>
2	Procuring or divulging information to a student pertaining to the examination question paper ( <i>theft or selling of question papers before the exam date</i> ).	<ul style="list-style-type: none"> <li>• A fine of up to Rs. 50,000 commensurate with the offense</li> <li>And</li> <li>• Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred</li> <li>OR</li> <li>• Expulsion from the University</li> </ul>
4	Supplying to a student during his/her examination, an answer to a question that may or may not be contained in the question paper.	<ul style="list-style-type: none"> <li>• Cancellation of the examination paper in which the unfair means were used</li> <li>And</li> <li>• A fine of up to Rs. 30,000 commensurate with the offense</li> <li>• Cancellation of the entire examination result of a semester, whether or not</li> </ul>

Charges		Punishment
		already completed, wherein the malpractice occurred ( <i>in case of group activity</i> )
5	Copying from any paper, book or note, or any material, which may possibly be of assistance in the examination, and which have been explicitly prohibited in the examination, or allowing any other student to copy the answer, exchanging a question paper with helping material or using or attempting to use these or any other unfair means.	<ul style="list-style-type: none"> <li>• Cancellation of the examination paper in which the unfair means were used and</li> <li>• A fine of up to Rs. 30,000 commensurate with the offense</li> </ul>

#### b. Cell Phones/ Digital Diaries

Cell Phones/ digital diaries or any other gadget found with the student taking examination will be immediately confiscated and will be submitted along with the case to Unfair Means Control Committee (UMCC). Any student refusing to handover the gadget will be penalized in such instances with a minimum penalty laid out in Section 8(c) and (d) of “Revised Regulations Relating to the Use of Unfair Means and Academic Dishonesty in the Examinations, 2012”.

Charges		Punishment
1	Possession of Cell phones & Digital diaries etc. but use not established. Level of Violation- Moderate	<ul style="list-style-type: none"> <li>• A fine of up to Rs. 15,000 commensurate with the offense</li> </ul>
2	Use of cell phone/Digital diaries watches etc during exam Level of Violation- Major	<ul style="list-style-type: none"> <li>• Cancellation of the examination paper in which the unfair means were used</li> <li>• A fine of up to Rs. 25,000 commensurate with the offense</li> </ul>
3	Using online communication tools- Level of Violation- Major	<ul style="list-style-type: none"> <li>• A fine of up to Rs. 50,000 commensurate with the offense</li> <li>• Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred</li> </ul>

### c. Impersonation

Charges		Punishment
1	Impersonating or falsely representing a student in the examination Level of Violation- Major	<ul style="list-style-type: none"> <li>• Expulsion from the rolls of the University</li> </ul>

### d. Misconduct

Charges		Punishment
1	Replacing an answer book or any portion thereof. Level of Violation- Major	<ul style="list-style-type: none"> <li>• A fine of up to Rs. 35,000 commensurate with the offense</li> <li>• Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred</li> </ul>
2	Mutilating an answer book by way of tearing off pages. Level of Violation- Major	<ul style="list-style-type: none"> <li>• A fine of up to Rs. 50,000 commensurate with the offense</li> <li>• Cancellation of the entire course to which the examination paper was related</li> </ul>
3	Impeding the progress of an examination by any means whatsoever (Disturbing exam conducive environment, the argument with invigilators (until it is turned to misbehaving) Level of Violation- Major	<ul style="list-style-type: none"> <li>• A fine of up to Rs. 50,000 commensurate with the offense</li> <li>• Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred</li> </ul>
4	Assaulting or threatening to assault any person in charge of an examination Level of Violation- Major	<ul style="list-style-type: none"> <li>• Such cases may be referred to Campus Discipline Committee of the respective Campus for further processing</li> </ul>
5	Possessing firearms or anything capable of being used as a weapon of offence during an examination Level of Violation- Major	<ul style="list-style-type: none"> <li>• Expulsion from the rolls of the University</li> </ul>
6	Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc. Level of Violation- Major	<ul style="list-style-type: none"> <li>• A fine of up to Rs. 50,000 commensurate with the offense</li> <li>• Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred</li> </ul>

#### e. Repeated Offense

Any student with the repeated offense of using unfair means during the examinations will be imposed the following penalties depending on the nature of the offense:

- A fine of up to Rs.50,000 commensurate with the offense combined with any of the following three.
- Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred malpractice is repeated in final examinations.
- Cancellation of the entire course to which the examination paper was related (e.g. comprehensive examinations. Midterm examination etc.
- In addition to the cancellation of entire semester results where malpractice has occurred, the student will be disqualified from appearing in examinations for a specified period, when a student is caught using malpractice 3<sup>rd</sup> time during his/her stay at CUI.

#### f. Any Other

The Unfair Means Control Committee (UMCC) is authorized to decide on penalties or a combination of punishments for offenses other than those mentioned above. The nature of the offense will determine the appropriate penalty, which will be decided by a majority consensus of the members during the meeting.

The Committee may waive the above penalties in any case if the student provides appropriate supporting evidence during the proceedings.