



### EXAMINATION REGULATION

The regulation applies to every written and practical examination the teaching team conducts during the semester. Specific rules may be established by the course coordinator when applicable.

1. Students must have come to the exam place 15 minutes before the exam started as in the schedule.
2. Student must bring their Student ID card.
3. Students must follow other specific instructions from the coordinator for certain examinations and obey the announced rule.
4. If not differently specified, all exams are close-book exams and must be done individually.
5. Students are prohibited from carrying out activities :
  - a. **Cheating**, which is an act committed by students knowingly (intentionally) or unconsciously using or attempting to use information materials or other study aids without permission from the Supervisor or Examiner;
  - b. **Falsifying**, namely actions committed by students knowingly (intentionally) or unconsciously, without permission to change or change academic grades or transcripts, diplomas, student identification cards, assignments in the context of lectures/tutorials/lab work, certificates, reports, or signatures within the scope of academic activities;
  - c. **Conducting acts of plagiarism**, namely actions carried out by students knowingly (intentionally) using sentences, data or the work of others as their own work (without mentioning the original source) in an academic activity;
  - d. **Bribing, rewarding, and threatening**, which are acts committed by students to influence or try to influence others with the intention of influencing the assessment of academic achievement;
  - e. **Replacing the position of others in academic activities**, namely actions carried out by students by replacing positions or performing tasks or activities for the benefit of others on their own will;
  - f. **Instructing others to replace positions in academic activities**, namely actions carried out by students by instructing other people both UNAIR academic members and outside UNAIR to replace positions or perform tasks or activities either for their own interests or the interests of others.
  - g. **Collaborating during the test either verbally, by cue or through electronic devices**
  - h. Taking the original, photograph, copy of exam question sheet without permission
  - i. Doing activity that may disturb the conduction of the examination
6. The course coordinator has the authority to prepare, conduct, and cancel the examination and cancel a student's examination result due to certain causes and should report to the programme coordinator.
7. The perpetrator of the act in above mentioned violations, decided in the minutes of exam by course coordinator, may be subject to penalties in the form of :



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- a. Verbal or written stern warnings;
  - b. Cancellation of test scores for the subject or academic activity concerned;
  - c. Not passed one Course or academic activity concerned;
  - d. Not passing all Courses in the current semester;
  - e. Not allowed to take part in academic activities during a certain period of time;
  - f. Dismissal or expulsion from UNAIR.
8. The rules above are in accordance to University and Faculty Academic Regulation.

Surabaya, 31 December 2020

Vice Dean for Academic, Student and Alumni Affairs

Dr. Riesta Primaharinastiti, MSi., Apt