



BANGLADESH UNIVERSITY

DISCIPLINARY ACTION FOR OFFENCES COMMITTED IN THE EXAMINATION/EXAMINATION HALL

The following disciplinary actions shall be applicable to offences committed by students in connection with examinations and examination halls. The empowered person/authority shall process the punishment in accordance with the nature and severity of the offence and by maintaining the prescribed formal procedure.

1. Failure to Sit in the Pre-arranged Seat or According to the Seat Plan

- 1.1.** It is the responsibility of every student to sit in the seat assigned to him/her according to the approved seat plan.
- 1.2.** If a student does not sit according to the arranged seat plan, he/she shall be barred from sitting for the examination.
- 1.3.** If a student sits for the examination by defying the order of the Invigilator, the concerned answer script shall be cancelled.

Empowered Person/Authority:

- a)** Invigilator/Chief Invigilator (C.I.) for barring the student from sitting for the examination.
- b)** Disciplinary Sub-Committee (Examination) [DSC (Exam)] for cancellation of the answer script.

2. Student Found Without Admit Card and/or ID Card

- 2.1.** A student shall be allowed to enter the examination hall only with a valid Admit Card and ID Card.
- 2.2.** A student without an Admit Card shall not be permitted to sit for the examination.
- 2.3.** If a student sits for the examination without an Admit Card, the Invigilator/Chief Invigilator shall cancel the student's answer script. Subsequently, post facto approval may be given by the DSC (Exam), where applicable.
- 2.4.** If a student is found attempting to appear in the examination forcibly without an Admit Card, the matter shall be treated as a serious breach of conduct and discipline. In addition to cancellation of the answer script, a disciplinary case shall be initiated against the student.

Empowered Person/Authority:

- a)** Invigilator/Chief Invigilator (C.I.) for preventing the student from sitting for the examination and/or taking necessary immediate action.
- b)** DSC (Exam) for cancellation of the answer script and subsequent disciplinary processing, where applicable.

3. Mobile Phone Found Switched On

- 3.1.** If a student's mobile phone is found switched on during the examination, the student shall receive a warning and/or deduction of five (05) marks.

Empowered Person/Authority:

Invigilator/Chief Invigilator (C.I.).

4. Submission of Fake, False, Tempered or Self-reduced Bank Payment Slip

- 4.1.** If a student obtains an Admit Card by showing a fake, false, tempered or self-reduced bank payment slip, the student shall be expelled from the University.
- 4.2.** The case shall be referred by the DSC (Exam) to the Disciplinary Committee for appropriate action and placed before the Syndicate as required.



Empowered Person/Authority:

Disciplinary Committee and Syndicate.

5. Talking, Copying from Another Student, Hearing from Another Student or Helping Another Student

5.1. If a student is found talking with a neighbouring student, writing from another student's answer script, hearing answers from another student, or helping another student in answering question(s), appropriate immediate action may be taken by the Invigilator/Chief Invigilator.

5.2. Such action may include replacement of the student's seat, holding the answer script for ten (10) to fifteen (15) minutes, deduction of five (05) to ten (10) marks, and, where necessary, taking away the answer script.

Empowered Person/Authority:

Invigilator/Chief Invigilator (C.I.).

6. Possession of Incriminating Materials or Electronic Devices

6.1. If a student is found possessing incriminating paper(s), written or typed note(s), printed or photocopied material(s), page(s) of book(s), mobile phone, smart watch or any other smart device during the examination, the concerned material(s) or device(s) shall be seized.

6.2. Depending on the circumstances and severity of the offence, the student may be warned and/or the answer script may be cancelled.

Empowered Person/Authority:

Invigilator/Chief Invigilator (C.I.) or DSC (Exam).

7. Copying from Incriminating Materials or Electronic Devices

7.1. If a student is found copying from his/her palm, desk, wall writing, incriminating paper(s), written note(s), printed or photocopied material(s), page(s) of book(s), written answer(s) displayed on a mobile phone, smart watch or any other smart device, the concerned course(s) shall be completely cancelled for that particular semester.

7.2. The student shall be required to complete the concerned course(s) as a Retake with fresh registration by paying the regular course fee within the next two consecutive semesters, when offered.

7.3. No tuition fee waiver or other fee waiver shall be applicable to the concerned course(s).

Empowered Person/Authority:

DSC (Exam).

8. Repeated Adoption of Unfair Means

8.1. If a student is found adopting unfair means on multiple occasions, the student shall be expelled for one (01) semester.

Empowered Person/Authority:

DSC (Exam).

9. Serious Misconduct and Other Major Offences

9.1. If a student is found:

- a) intimidating, abusing or taunting an Invigilator, either inside or outside the examination hall;
- b) impeding or creating obstruction or disturbance in the smooth holding or conduct of an examination, preventing others from attending the examination, or provoking examinees to leave the examination hall;
- c) writing, or having written, something objectionable in the answer script;
- d) exchanging an answer script with another student; or
- e) possessing previously written answers;



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the student may be expelled for one (01) or more than one semester, up to a maximum period of one (01) year.

9.2. In cases involving major punishment, including expulsion of a student for more than one (01) year or expulsion arising from serious misbehaviour or misconduct with an Invigilator, the case shall be referred to the Disciplinary Committee for appropriate action.

Empowered Person/Authority:

DSC (Exam) and Disciplinary Committee.

10. Misbehaviour or Misconduct with Invigilator(s)

10.1. If a student is found misbehaving or committing misconduct with an Invigilator or Invigilators, the student shall be expelled from the University.

10.2. The case shall be referred by the DSC (Exam) to the Disciplinary Committee for appropriate action and placed before the Syndicate as required.

Empowered Person/Authority:

Disciplinary Committee and Syndicate.

11. Impersonation in the Examination

11.1. If a student appears in an examination through impersonation and the person appearing on behalf of the student is also a student of Bangladesh University, both students shall be permanently expelled from Bangladesh University.

11.2. The case shall be referred by the DSC (Exam) to the Disciplinary Committee for appropriate action and placed before the Syndicate.

11.3. If the person appearing in the examination through impersonation is an outsider, the concerned Bangladesh University student shall be permanently expelled from Bangladesh University.

11.4. The outsider shall be handed over to the law-enforcing agency for necessary legal action.

11.5. The case shall be referred by the DSC (Exam) to the Disciplinary Committee for appropriate action.

Empowered Person/Authority:

a) Disciplinary Committee and Syndicate, where both the impersonator and concerned student are students of Bangladesh University.

b) Disciplinary Committee and Syndicate for action against the concerned Bangladesh University student, and the appropriate University authority shall take necessary steps regarding the outsider and law-enforcement agency.

12. General Provisions

12.1. No student shall be allowed to sit for any examination without a valid Admit Card. Accordingly, the principle of “**No Admit Card, No Exam**” shall be strictly followed.

12.2. After completion of the examinations, an inventory/verification shall be conducted to identify whether any student has appeared in an examination without an Admit Card.

12.3. If any student is subsequently found to have appeared in an examination without an Admit Card, the concerned Invigilator/Chief Invigilator shall be held responsible for the lapse.

12.4. The identification, detection and reporting of examination offences shall be carried out by the empowered person/authority specified in this policy.

12.5. The empowered person/authority shall remain accountable for properly performing the responsibilities assigned to him/her under this policy.

12.6. All disciplinary actions shall be processed by maintaining the prescribed official procedure and in accordance with the applicable rules, regulations and decisions of the competent authority of Bangladesh University.