

# Fraud procedure TPM

Definition of fraude (artikle 7 - Rules and Guidelines of the Board of Examiners):

- *Fraud is taken to mean any act or omission by a student that makes it fully or partially impossible to properly assess the knowledge, insight and skill of that student or another student.*
- *Fraud includes committing any form of plagiarism, including any and all cases in which a student suggests that a piece of work is his/her own when that is not the case.*

Procedure suspicion of fraude		Explanation
1.	The examiner/invigilator observes a case of <b>potential fraud</b> .	<b>Examinations:</b> suspicion of fraude should be expresses to the student immediately (and that the case will be transferred to the Board of Examiners). <b>In other cases:</b> go to step 2.
2.	The examiner/ invigilator will record the incident in writing and gathers any relevant evidence. <i>The student may be asked to provide evidence. Any refusal by the student to provide evidence will be mentioned in the report.</i>	<b>Examinations:</b> please make a <b>written fraud report</b> ( <a href="#">link</a> ) <b>In other cases:</b> please mention student name, student number, course code en substantiation of suspicion of fraud.
3.	The examiner will <b>report the suspicion of fraude in writing</b> to the secretary of the Board of Examiners, with the evidence.  If necessary, the examiner is invited to provide additional information.	Secretary of the Board of Examiners: Ing. R. (Robbert) Kruiniger  Room: TBM-a2.310 Phone: 015 - 27 85500 E-mail: <a href="mailto:examencommissie-tbm@tudelft.nl">examencommissie-tbm@tudelft.nl</a>
4.	The student will be called on by the Board of Examiners for an <b>interview to give their account of events</b> . A copy of the written report will be sent to the student in advance.	The student can contact an academic counsellor of TPM ( <a href="#">link</a> ) for advice and support prior to the interview.
5.	The Board of Examiners will give student the opportunity to provide <b>written comments</b> (student opinion).	It is not required to submit written comments.
6.	The <b>student interview</b> is conducted by the secretary of the Board of Examiners (possibly with one or more members of the Board of Examiners).	A report of the interview will be written and send to the student.
7.	The case will be discussed in the following meeting of the Board of Examiners. The Board of Examiners will decide whether a <b>sanction</b> will be imposed.	Depending on the gravity of the case the Board of Examiners can impose a sanction (check the Rules and Guidelines of the Board of Examiners).
8.	The <b>decision of the Board of Examiners</b> is reported in writing to the student and the examiner.	A copy of the letter is included in the student's personal file held by the Student Administration (Shared Service Centre O&S) and in the fraud register of the Board of Examiners.
9.	Students can <b>appeal against the decision within 6 weeks</b> through the TU Delft Examination Appeals Board (CBE).	Please first refer to an academic counselor and the Student Charter chapter 'Legal protection' ( <a href="#">link</a> ).