



Report of disciplinary matter

A reasonable suspicion that a student has committed a disciplinary offense shall, under the Higher Education Ordinance (1993:100) Chapter 10 section 9, be reported promptly to the President of KTH for investigation and possible disciplinary sanctions. All KTH employees have an obligation to report a suspicion of a disciplinary offence and to participate in the investigation of the matter. The report is made to the examiner or, if there is no examiner, to the contact person for student disciplinary matters of the respective school. The report to the President should be filed promptly by the examiner.

When reporting, please use this pdf-form and fill it in digitally. Please notice that one report per student must be filed. A report should be preceded by a discussion with the [contact person](#) for student disciplinary matters of the respective school.

The suspected offence

Attempt to deceive during the assessment of study performance (e.g. plagiarism when a task has been submitted for assessment, or cheating on tests) on the following,

Disrupt activities or harassment (e.g., disturbing the order during a test or during self studies in a study room at KTH, violation of another persons dignity with reference to the grounds under the Discrimination Act Chapter 1 section 4, violation of rules and regulations at KTH) on the following,

Course, with course code

Course element

Person submitting the report

Name

E-mail address

Student

Name

Personal identity number

Telephone number (if available)

E-mail address

Programme for studies (when applicable)

School responsible for the programme

Account of events

Account of events (cont.)

How to submit the report to the President,

The digitally completed PDF form shall be sent promptly - together with the documentation listed in the information box down below - from the submitters KTH-email address to forvaltningsjuridik@kth.se.

Documents to be sent with the report (e.g. as pdf-document)

In all cases

Syllabus for the course and course-PM.

For each case, relevant information provided to the students regarding the course element, permitted aids, plagiarism and/or regulations.

For each case if so exists, relevant office notes from conversations with the student, and with group members if the task is performed in a group and the e-mail addresses of the latter.

For each case if so exists, relevant office notes from witnesses to the incident and their contact information.

In addition, in cases of suspected plagiarism

A copy of the student's task and a copy of the plagiarized source, in relevant parts, with the submitter's markings of the suspected plagiarism clearly marked in both copies. Please note that a report from Urkund/Moss or similar plagiarism tools is not to be included in the report, but that a separate analysis must be made.

Written documentation of the instructions provided on the course regarding how the task shall be performed and how correct citation is done.

In addition, on suspicion of cheating on tests of various types

A copy of the examination form, the examination questions, the student's task, the Code of Conduct etc.

A copy of the prohibited aids, such as cheat sheets, unauthorized notes etc.

Attendance list, placement list and toilet list (when applicable).

Please do not refer to appendices in the Account of events and do not number the documents sent in with the application! This is done later by the legal counsel who investigates the matter for the President.

Additional information

If something is missing, additional information will be requested.

Please note that requested additional information must be sent in promptly.