



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 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. 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 by the examiner.

When reporting, please use this pdf-form and fill it in digitally. A report shall be prepared for each student. 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 rating, or cheating in tests of various types) on the following,

Disrupt activities act or harassment (e.g., disturbing the order during a test, or during self studies in a study room at KTH - or conduct violating another persons dignity with reference to the grounds under the Discrimination Act, Chapter 1 section 4), 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 – attaching the documentation listed in the information box below - from the complainant's email address at KTH to forvaltningsjuridik@kth.se except for in the following situations. If anything indicates that the student's personal information needs to be protected, the documents shall instead be printed out and sent to the registrar by internal mail. The first page of the report shall then be signed in the footer. The same applies to reports relating to a suspicion of disrupt activities or harassment.

Documents to send with the report (e.g. through web links and/or digital files when a report is submitted via e-mail)

In all cases

Syllabus for the course and course-PM.

For each case, relevant information provided for the relevant students concerning permitted material during exams, plagiarism and/or regulations.

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

For each case, relevant notes from witnesses to the incident with contact information to the latter.

In addition, in cases of suspected plagiarism

A copy of the student's report or equivalent and a copy of the plagiarized source, in relevant parts, with markings with the suspected plagiarism clearly marked in both copies.

Written documentation of the instructions provided on the course concerning 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 student's exam, laboratory work etc.

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

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

Please, do not mark the documents sent with the report with numbers (e.g. as appendices)! It is done at a later stage by the officer who is investigating the matter.