

# Guidelines for Students

## (BSc and MSc)

### PAPER EXAMS

This directive explains the procedures that HEC students must follow for paper exams.

#### BEFORE THE EXAMS

- Check your assigned room and seat number on [MyUnil](#) under the "calendar" section (available 72 hours before each exam).
- Bring 2 pens (black or blue) and a Tipp-Ex; it is forbidden to write with a Frixion pen or a pencil.

#### ENTERING THE ROOM

- You will be allowed to enter the room 10 minutes before the exam start time.
- Leave your personal belongings (bag, jacket, hats, etc.) at the front or the back of the room and go to your seat immediately.
- All phones/electronic devices must be turned off and stored with your personal belongings.
- Take only what is allowed to your desk.
- You may have a translation dictionary; no annotations or additions should appear in the dictionary or contain loose pages. Encyclopedic, specialized, or electronic dictionaries are not allowed, unless the exam allows for documentation (open book).
- Sit at the right side of your desk and place your student ID card on the left side of the table.
- Tablets or computers with notes are not authorized (even if documentation is allowed).
- Your exam copy will have already been placed upside down on your table. Do not touch it until the proctor signals the start of the exam (potential for cheating).

#### DURING THE EXAMS

- You may go to the toilet only once during your exam. Raise your hand and a proctor will accompany you.
- You may not go to the bathroom or leave the room during the first and the last 15 minutes of the exam.
- Do not get up without permission, do not talk or exchange materials with each other.
- No extra time will be given at the end of the exam, even if you arrive late.
- Read and follow the instructions indicated on the exam (documentation, calculator, etc.).
- If applicable, indicate the exam series on your answer booklet.
- If you have any issues, raise your hand and wait for a proctor. Do not stand up.
- If you feel unwell during the exam, please notify the proctor immediately who will give you the necessary instructions. The exam will not be corrected, and you must provide a medical certificate to the Administration Offices within 3 working days to not lose an attempt.

#### END OF THE EXAM

- If you finish before the end of the allotted time, raise your hand and a proctor will come to collect your paper. Once you are cleared, exit silently.
- When the proctor announces the end of the exam, immediately put down your pen, close your exam and remain seated in silence.
- Do not take your pen during the exam pick-up – this will be considered as cheating.
- Collect all your personal belongings and clean your desk before leaving.
- The exam coordinator/main proctor will announce when you can leave – please do so silently.

## **FRAUD / CHEATING**

- Any proven commission of plagiarism, fraud or attempted fraud is penalized by a 0 (zero) in the evaluation as well as in all evaluations related to the teaching semester. Any proven plagiarism, fraud, or attempted fraud in a second attempt at one of the evaluations of a course or in the case of a repeat offence, is sanctioned by a definitive failure and exclusion from the course.

## **ABSENCES**

- An unjustified absence at an exam for a compulsory course is sanctioned by a zero. If you invoke a case of force majeure, you must submit a written request to the administration, accompanied by supporting documents, within 3 days of the appearance of the case of force majeure.

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