
Regulations

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Nr. R/1981/ASC/XII/2009 - DiP
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From Academic Services Centre – Examination Office
To Bachelor's Degree Students

Final Examination Regulations

In addition to the Study and Examination Regulations for Bachelor's Degree students, the following have to be implemented:

1. Students are advised to arrive at SGU 15 minutes before the exam begins.
2. Students who are late are **not allowed** to join the exam and if applicable, must register for the repetition exam (please refer to your Study and Examination Regulation).
3. During a written exam, students **are not allowed** to leave the room (not even to the toilet).
4. Borrowing materials from other students during the exam is **not allowed**.
5. Handphones must be deactivated. Any student discovered deliberately violating this regulation may be excluded from the examination. The usage of Laptops, computers, or other electronic gadgets is prohibited, unless it is specified as permissible in the Examination Condition on the cover sheet of Final Examination.
6. Bags and student belongings cannot be placed on the examination table. All belongings must be stored inside the bag under the table. The only exception is material needed ("cheat sheets", books, pencil cases) for certain subjects which have an "Open Book" status for the examination.
7. Any Student discovered **cheating** during an examination will receive a **FINAL GRADE** of an **"F"** (Fail) *for the respective semester results*. In the case of cheating between friends, the consequences are equal **both for the student who receives the answers and for the student who gives the answers**. The semester has to be repeated.
8. The invigilator(s) in the examination room has (have) the authority to decide whether a student has cheated and shall report the case to Examination Steering Committee. If a student is suspected of cheating, he/she is allowed to finish the examination. Immediately after the exam, invigilator and ASC-ExO officer will interview the respective student about the incident and report the case.
9. Food and drinks in any form are not allowed during the exam (including candies).
10. Dress Code: No short pants/bermuda shorts are allowed, no sandals (hotel sandals or "sandal jepit") are allowed. Short pants and sandals show disrespect.
11. SGU has the right to record the examination.
12. Students may not remove the staple from the final examination materials.
13. Students may not look the Final Examination Materials before the exam begins.
14. In line with the above points, the invigilator(s) in the examination room has the absolute authority to take action(s) which will positively contribute to the good conduct of the examination.