

INTERNATIONAL BALKAN UNIVERSITY
No. 200.04/2023
28.12.2023, Skopje

Based on Article 94, Paragraph 1 Item 43 of The Law on Higher Education (“Official Gazette of Republic of North Macedonia” number 82/2018, 154/2019, and 178/2021) and Article 32 of the Statute of the University, the Senate of the International Balkan University, on 28.12.2023, adopted the following

GUIDELINES ON THE STUDENTS CONDUCT IN EXAMINATION

- i. This act aims to contribute to the overall effectiveness and reliability of the examination process, ensuring that assessments accurately reflect the knowledge and abilities of each student in a manner that is fair and consistent.
- ii. No candidate is allowed to enter an examination room later than 15 minutes after the examination had started, or to leave an examination room within this same period (that is, the first 15 minutes since the exam has started).
- iii. The identity of all candidates will be checked during the examination/test. Candidates must bring their Student Card (hereinafter: SC) and place it at the righthand corner of their examination desk at the commencement of each examination/test.
- iv. Candidates may read the examination/test paper or commence writing only after the invigilator has given permission to do so. Candidates are also required to check that they are given the correct question paper.
- v. If a candidate leaves the room after the papers have been given out, he will not be allowed to return to the room unless he has been accompanied by an invigilator while he was away.



- vi.** Candidates are not allowed to bring to the examination/test room notes, drawings, pictures, tracings, books, dictionaries (both in book or electronic form), etc, other than those specially permitted by the examiner/invigilator. They are also not allowed to wear caps or hats during the examination/test.
- vii.** Handphones, media players, and any other electronic devices e.g. smart watches and Google glasses are also not allowed. Handphones, alarms, media players, and any other electronic devices must be switched off and handed over to the examiner/invigilator during the examination/test period.
- viii.** Candidates may, when they are taking a practical examination/test, take into the examination/test center such books or papers as are authorized by the examiners/invigilators.
- ix.** Unless otherwise stated, a candidate may use an approved, non-programmable, electronic calculator and drawing instruments, provided they contain only the "Approved for use in Examinations" sticker, the manufacturer's mark, and nothing else.
- x.** Candidates are not allowed to pass anything to other candidates during the examination/test.
- xi.** Candidate must not, for any reason, speak to or have communication with another candidate. If any candidate wishes to ask a question, he must ask the invigilator directly; but no questions on the meaning or interpretation of an examination/test question may be asked or will be answered.
- xii.** Any candidate who wishes to communicate with an invigilator must remain seated and raise his hand.



- xiii.** Candidates must leave the answer books, drawing papers, and other examination/test materials on the table. However, for some modules, candidates are allowed to take away the question paper only.
- xiv.** Candidates must not eat or drink during the examination/test. However, candidates may request for permission from the invigilator to drink water from their own water bottles.
- xv.** If the candidate is found breaking any of these rules during the examination/test, the paper will not be evaluated, and the candidate will be removed from the examination/test room.
- xvi.** If the candidate is found breaking any of these rules after the examination/test, the paper may not be evaluated, and the candidate may be subject to oral examination/test.
- xvii.** Any action by a candidate contrary to the letter or spirit of these rules whether discovered during the examination/test or afterwards will disqualify the candidate.
- xviii.** The candidate removed from the examination has the right to appeal to the dean of the Faculty within three days from the occurrence of the breach
- xix.** The dean of the Faculty will promptly establish a Review Committee, consisting of three chairs, within 24 hours. The decision of the Review Committee will be final.
- xx.** Disciplinary action will be taken against any candidate found breaching any of the examination/test rules, caught cheating or attempting to cheat.
- xxi.** Cheating in examinations and other assessed work is a very serious offense. This includes copying, using plagiarized material, and passing off someone else's work as your own.
- xxii.** Any student who breaches any examination/assessment rule will face disciplinary action.



- xxiii.** Any student who attempts to cheat, or abets in cheating in any examination/assessment or breaches any of the rules in any examination/ assessment will face disciplinary action. (If the student repeats the misconduct he/she may be expelled from the University).
- xxiv.** Any student who breaches any examination/assessment rule will face disciplinary action.

**International Balkan University
President of Senate**

Prof. Dr. Kire Sharlamanov

