



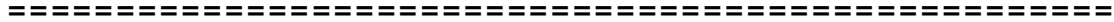
UNIL | Université de Lausanne

HEC Lausanne

Graduate School  
Bâtiment Internef  
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## MASTERS HEC

# GUIDELINES FOR WRITTEN EXAMS



### 1. General instructions

The seating-plan is displayed on the day of each exam in the entrance hall of the Internef (East main entrance). All students should note their assigned seat number which they must occupy during the exam.

As soon as the doors of the classrooms are opened by the supervisors, the students are requested to go into the classroom, to sit at the place which has been assigned to them, **always on the right-hand side of the desk**, in front of the black-board, **taking care to strictly respect the official instructions regarding to the allowed documentation and material**, in particular the obligation to lay down bags and personal belongings in front or back of the classroom, in the event of documentation is not allowed (see paragraph 2 below).

In any case, the detention and/or the use at the exam' seat such as **cellular phones, smartwatches, earplugs, etc.** are strictly **forbidden** during the exams and those must be switched off and put into your personal belongings. The application of the measures on matter of fraud or cheating is expressly reserved on this matter.

**To be allowed to take part to the exam, the students are obliged to put their identity or student card on the left-hand side of their desk.**

**Five minutes** before the beginning of the examination, the doors of the classrooms will be closed and the supervisors will begin with the distribution of the exams papers. It is forbidden to have a look into the exams' questions before all tests have been distributed and the supervisors will have given the authorization to start the test and write the time of its beginning (on the black-board).

**The students have to number every page of their work and should not forget to mention their name on each page as well as their matriculation number. The students are also required to indicate the name of the examined subject.**

The end of the exam will be announced by the supervisors, which means a quarter of an hour before the end and again 5 minutes before the scheduled time. At the end of the assigned time, it is imperative that the students cease working immediately and give their copy back to the supervisors who will check their return. **Any copy given after the end of the planned time of the exam will be considered as null.** The draft sheets can be given with the exam, but it should be clear that their **possible** taking into account will depend on the exclusive competence of the responsible teaching professor and his/her instructions, if needed. In this case, the students will also have to mention their name and to number the various pages.

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**The students coming from outside HEC are requested to write the name of their faculty on their exam work.**

## 2. Documentation - calculator

**The students have the right to bring documentation to their seat** but only as papers - written notes and/or other material (calculator, draft papers,) - only in the case where the authorisation has been specifically planned **(A)** within the exams' conditions, respectively further specific instructions provided by the teaching professors (e.g. restricted documentation - **AR**).

**When the documentation is not allowed (N)**, the students must take with them their writing stuff (**preferably a pen** ...) and eventually a translation-dictionary according to the rules below, except paper which will be provided to them at the beginning of the examination. If the students wish new sheets of paper, the candidates must make the request to the supervisors and the candidates are not allowed to leave their seat during the examination.

**When the documentation is not allowed, the calculators are in theory not authorized either in the exams' classroom**, but it is subject to specific instructions issued by the teaching professors themselves.

Further to this previous paragraph, when documentation is not authorized, the use of a translation-dictionary is authorized in the following restrictive conditions such as:

- **only one dictionary with elementary and bilingual translations of French/other language or English/other language**
- no dictionary outside the frame of simple translation (e.g. encyclopaedic or specialised dictionaries for translations or specific definitions within particular fields such as law, data processing, economics, etc.)
- no electronic dictionary
- no annotation or attaching note must appear in the dictionary.

It is up to the students to comply with strict respect of the regulations and prescriptions stated above and in case of doubt (e.g. calculator or authorized dictionary) to ask, before the beginning of the exam, for the agreement of the supervisors who are in charge of the monitoring.

The non respect of the preceding regulations will involve the denunciation of the offender candidate to the Dean's office of the Faculty for fraud (cheating), respectively attempt of fraud (cheating).

## 3. Fraud (cheating)

Any participation in fraud (cheating) or attempting to fraud (cheating) will result to the offender(s) sanctions and other penalties provided by the various laws and regulations.

#### 4. Supervisors' tasks

During the duration of the exam, usually no questions should be asked to the supervisors. The supervisors are instructed not to answer to the candidates individually.

#### 5. Illness justification during the exams

To be taken into account, any illness or absence during the exams must be medically certified within **three working days** following the appearance (of the problem) and be accompanied by a letter explaining the continuation of the exams.

**In any case, a medical certificate given after the communication of the results cannot be taken into account.**

The HEC faculty keeps the right to submit the medical certificate to the Cantonal Doctor.

N.B. During the duration of the exam, it is not allowed to go out (except to go to the toilet accompanied by a supervisor).

Free translation - Only the French version is official  
01.06.2011/Reviewed 04.12.2013