

HONOR CODE

By the act of registering at SAIS, each student automatically becomes a participant in the honor system that governs the taking of examinations and writing papers. It involves two-way responsibility:

1. Each student must refrain from acts that impair the academic and intellectual integrity of the School. These include, but are not limited to: giving or accepting unauthorized assistance in graded academic work; cheating; plagiarism* and falsification or forgery of official documents.
2. All students have a responsibility for reporting any violations of those rules.

EXAMINATION PROCEDURES

1. All exams in Bologna are proctored. Students are required to write and sign the following statement before handing in their exam: *"I pledge my honor that I have neither received nor given aid on this exam"*.
2. All personal belongings, including books, notebooks, bags, cell phones, etc. must be left at the front of the examination room during the exam.
3. Students whose native language is not English may consult bilingual dictionaries but not electronic dictionaries. The proctor must check all dictionaries. Therefore students using a dictionary must so inform the proctor at the beginning of the exam. Dictionaries may not be shared with other students during the exam.
4. At the discretion of the proctor, students may be allowed to leave the examination room ONE AT A TIME, with the exception of exams with more than 50 students when two students can leave the room at the same time.
5. Students who need to leave the examination room must deposit their exam with the proctor while they are out, and fill out the entry/exit sheet, indicating the time the leave and return to the examination room.
6. The following activities constitute cheating during an examination:
 - **talking to anyone other than the proctor, either inside or outside the examination room, once the examination has begun;**
 - **possession of books, notes, mobile phones, crib sheets or other unauthorized aids or materials;**
 - **exchanging examination materials with another student;**
 - **looking at another student's examination;**
 - **removing examination materials from the room during the examination;**
 - **consulting books, notes, mobile phones, persons or other aids outside the examination room;**
 - **any other activity manifestly designed to circumvent the honest conduct expected during examinations.**

*For detailed information on what constitutes plagiarism, and guidelines for citations and quotations, please consult the SAIS Academic Procedures Manual (Red Book), which will be available on the BCWeb under Registrar, Student Resources.

Violations or suspected violations will be examined by the Honor Board, which is composed of two faculty members appointed by the Director and one student selected by the Student Committee. **A breach of the norms of intellectual integrity will result in disciplinary action and could lead to suspension or expulsion from the School.**

Should you have any questions, please see the Registrar or Director of Student Affairs.