

Guidelines on Handling Academic Misconduct in Examinations and Other Academic Assessments

Notice on English Translation

This English translation has been prepared with the assistance of artificial intelligence (AI) for reference purposes only.

In the event of any discrepancy or difference in interpretation between the Korean original and this English translation, the Korean original shall prevail.

Established on October 18, 2026

Article 1 (Purpose) These Guidelines prescribe detailed matters concerning types of misconduct in examinations and other academic assessments, and measures to be taken when misconduct is suspected or detected, pursuant to Articles 2 (Grounds for Disciplinary Action) and 5 (Reporting and Measures) of the Ewha Womans University Regulations on Student Disciplinary Action.

Article 2 (Scope of Application) These Guidelines apply to misconduct occurring in all academic assessment processes reflected in the calculation of grades, including midterm and final examinations, quizzes, online examinations, assignment assessments, and practical or performance assessments.

Article 3 (Definition of Academic Misconduct) “Academic misconduct” means any act that undermines the fairness of examinations or other academic assessments, or improperly affects or attempts to affect assessment results.

Article 4 (Types of Academic Misconduct) ① Types of academic misconduct are as follows:

1. Attempts to engage in misconduct and violations of proctor instructions

(a) Attempting to look at another student’s answer sheet during an examination.

(b) Attempting to exchange information about answers with another examinee during an examination.

(c) Failing to comply with a proctor’s instructions concerning the surrender or storage of unauthorized electronic or communication devices, such as AI smart glasses, smartphones, or smartwatches.

(d) Otherwise violating or refusing to comply with a proctor’s instructions concerning the conduct and orderly administration of an examination.

2. Advance preparation for misconduct

(a) Where clear evidence exists that unauthorized materials, notes, or similar items were prepared in advance for the purpose of misconduct.

(b) Writing answers or related information in advance on desks, walls, one’s body, or other surfaces in the examination room.

(c) Where clear evidence exists that the electronic or communication devices specified in item 1(c) were prepared for use in misconduct.

3. Use of improper means, including unauthorized materials, information, or devices

(a) Improperly viewing or obtaining another examinee's or an outside person's answers or examination-related information during an examination; providing or transmitting one's own answers or examination-related information; or compelling another person to do so.

(b) Consulting or using books, notebooks, notes, or other materials that are not permitted for reference or consultation during an examination, or using other unauthorized items.

(c) Using unauthorized electronic or communication devices or programs, including AI smart glasses, smartphones, smartwatches, or earphones, to search for or check examination-related information, or using generative artificial intelligence (AI) or similar tools to generate or check answers.

(d) Logging in multiple times for an improper purpose during an online examination, or using unauthorized programs, special keys, communication methods, or similar means.

4. Misconduct involving impersonation, collusion, or similar acts

(a) Requesting another person to take an examination on one's behalf, or taking an examination on behalf of another person.

(b) Improperly obtaining examination questions or correct answers in advance, or photographing, copying, removing, or transmitting them to provide, leak, or disseminate them to others.

(c) Otherwise engaging in misconduct through prior collusion with another person.

5. Misconduct involving assignments and other academic submissions

(a) Plagiarizing in assignments or other academic submissions, or fabricating or falsifying materials or data.

(b) Preparing or submitting assignments or other academic submissions using generative AI or similar tools beyond the scope permitted by the course instructor.

(c) Having another person prepare an assignment on one's behalf, preparing another person's assignment on their behalf, or purchasing or transferring assignments.

6. Any other act comparable to items 1 through 5 that undermines the fairness of examinations or other academic assessments, or improperly affects or attempts to affect assessment results.

② Acts described in paragraph ① constitute academic misconduct regardless of whether their results were actually reflected in the assessment.

③ Notwithstanding paragraph ①, where the course instructor has authorized the use of particular materials, devices, programs, or artificial intelligence (AI) in advance for an examination or other academic assessment, use within the authorized scope shall not be regarded as misconduct.

Article 5 (Measures When Misconduct Is Suspected or Detected) ① When misconduct is suspected or detected, the course instructor or examination proctor may stop the conduct and ascertain the relevant facts, insofar as doing so does not interfere with the orderly conduct of the examination.

② Where necessary to determine whether misconduct occurred and to carry out subsequent procedures, the course instructor or examination proctor shall verify and record the following matters and secure relevant materials to the extent possible:

1. Date, time, and location of the suspected or detected misconduct.

2. The student's seat and position.

3. Specifically observed conduct.

4. Type and appearance of relevant materials or electronic devices.

5. Relevant materials, including examination papers, answer sheets, and unauthorized materials.

6. Other matters necessary to establish the facts.

③ The student suspected of or found engaging in misconduct may be informed of the confirmed facts and given an opportunity to explain the circumstances for fact-finding purposes.

④ When securing evidence involving a personally owned electronic device, such measures shall be limited to the minimum extent necessary. The device shall not be forcibly confiscated without consent, nor shall the student be required to unlock it so that stored information can be arbitrarily viewed, copied, or deleted.

⑤ Where misconduct constituting grounds for disciplinary action occurs, the faculty or staff member who discovers it shall report it, together with supporting evidence, in accordance with the procedures prescribed in the Regulations on Student Disciplinary Action.

Article 6 (Related Regulations) Procedures for handling misconduct, types and standards of disciplinary action, follow-up measures resulting from disciplinary dispositions, and matters not specified in these Guidelines shall be governed by the Regulations on Student Disciplinary Action and other applicable regulations.

Addendum (Established October 18, 2026)

These Guidelines shall take effect on the date of promulgation.