



COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

No. CUI-Reg/Notif-128/26/425

April 30, 2026

NOTIFICATION

Subject: **Revised Standard Operating Procedure (SOP) for Imposing Penalties Relating to the Use of Unfair Means in the Examinations of COMSATS University Islamabad (CUI)**

In supersession of the Registrar Secretariat's Notification No. CUI-Reg/Notif-91/24/328 dated April 23, 2024, the "Revised Standard Operating Procedure (SOP) for Imposing Penalties Relating to the Use of Unfair Means in the Examinations of COMSATS University Islamabad (CUI)" is hereby notified, for compliance by all concerned at CUI.

This issues with approval of the Rector, CUI.

A handwritten signature in blue ink, appearing to read 'Shahzad Ahmed', with a long horizontal stroke extending to the right.

(Shahzad Ahmed)

Manager (Management Unit)

Distribution:

- All Principal Officers
- All Directors/ Incharge of CUI Campuses
- All Deans of Faculties
- Incharges at CUI Principal Seat
- Heads/ Incharges of Academics and Examination Sections at CUI Campuses
- All focal persons at CUI Campuses (With a request to disseminate among all concerned of their respective Campus)
- Sections Incharges at Registrar Secretariat

CC:

- SO to the Rector
- PS to the Registrar

Revised Standard Operating Procedure (SOP) for Imposing Penalties Relating to the Use of Unfair Means in the Examinations

Conduct of examinations in the Higher Education Institutes (HEIs) is important for student's academic assessment. All efforts/ means are used by the examinations department as well as faculty/invigilators to ensure a free and fair conduct of examination, however, a significant number of cases where unfair means are used by the students are reported. In order to deal with these cases, COMSATS University Islamabad (CUI) framed "Revised Regulations Relating to the Use of Unfair Means and Academic Dishonesty in the Examinations, 2012" as well as "Standard Operating Procedure (SOP) for Imposing Penalties in Use of Unfair Means in the Examinations of COMSATS University Islamabad (No. CUI-Reg/Notif-91/24/328 dated April 23. 2024)". Clause 6 of these Regulations defines the act of unfair means whereas Clause 9 states the penalties which can be imposed in cases of use of unfair means.

This SOP stipulates the specific criteria to impose different levels of penalties as stated in the "Revised Regulations Relating to the Use of Unfair Means and Academic Dishonesty in the Examinations, 2012" according to the severity of the offense. Moreover, this SOP is only meant to provide guidance to the Unfair Means Control Committee (UMCC) members and the respective authorities. The revised version of this SoP is prepared in light of the previous experiences and observations by the UMCC.

It is further stated that violations/offenses have been categorized into Minor, Moderate, and Major levels. This SOP shall help to ensure that penalties are fair and consistent across all cases. The following standard must be used to impose penalties according to the nature/severity of unfair means used in the examinations:

a. Copying Cases

Charges		Punishment
1	Using Hand Signals, talking during exams, or peeking around at peers Level of Violation- Minor	<ul style="list-style-type: none"> • Cancellation of a portion of the paper in which unfair means were used • Negative marking of 10% in case the student disturbs Examination hall's environment. • A fine of up to Rs. 10,000.
2	Procuring or divulging information to a student pertaining to the examination question paper Level of Violation- Major	<ul style="list-style-type: none"> • A fine of up to Rs. 50,000 commensurate with the offense • Cancellation of the entire examination result of a semester, whether or not

Charges		Punishment
		<p>already completed, wherein the malpractice occurred</p> <ul style="list-style-type: none"> • Expulsion from the University
3	<p>Concealing/Possession of notes on clothing, hands, caps, shoes or in pockets.</p> <p>Level of Violation- Major</p>	<ul style="list-style-type: none"> • Cancellation of the examination paper in which the unfair means were used • A fine of up to Rs. 20,000 commensurate with the offense
4	<p>Supplying to a student during his/her examination, an answer to a question that may or may not be contained in the question paper or giving/receiving unlawful assistance during an examination.</p> <p>Level of Violation- Moderate</p>	<ul style="list-style-type: none"> • Cancellation of the examination paper in which the unfair means were used • A fine of up to Rs. 30,000 commensurate with the offense • Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred (<i>in case of group activity</i>)
5	<p>Copying from any paper, book or note, or any material, which may possibly be of assistance in the examination, and which have been explicitly prohibited in the examination, or allowing any other student to copy the answer, exchanging a question paper with helping material or using or attempting to use these or any other unfair means.</p> <p>Level of Violation- Moderate</p>	<ul style="list-style-type: none"> • Cancellation of the examination paper in which the unfair means were used • A fine of up to Rs. 30,000 commensurate with the offense

b. Cell Phones/ Digital Diaries/Any Relevant Material

Cell Phones/ digital diaries or any other gadget found with the student taking examination will be immediately confiscated and will be submitted along with the case to Unfair Means Control Committee (UMCC). Any student refusing to handover the gadget will be penalized in such instances with a minimum penalty laid out in Section 8(c) and (d) of "Revised Regulations Relating to the Use of Unfair Means and Academic Dishonesty in the Examinations, 2012". To this effect, CUI will not be responsible in case of any damage, loss or disappearance of the gadgets since the student brought the said prohibited item into the Examination Hall against the rules already communicated.

Charges		Punishment
1	Possession/use of Cell phone, Digital diary and any such like material etc. whether its use established or not. Level of Violation- Major	<ul style="list-style-type: none"> • Cancellation of the examination paper in which the unfair means were used • A fine of up to Rs. 25,000 commensurate with the offense
2	Using online communication tools/sharing question paper/answer through WhatsApp group or any other source. Level of Violation- Major	<ul style="list-style-type: none"> • A fine of up to Rs. 50,000 commensurate with the offense • Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred

c. Impersonation

Charges		Punishment
1	Impersonating or falsely representing a student in the examination Level of Violation- Major	<ul style="list-style-type: none"> • Expulsion from the rolls of the University

d. Misconduct

Charges		Punishment
1	Replacing an answer book or any portion thereof. Level of Violation- Major	<ul style="list-style-type: none"> • A fine of up to Rs. 35,000 commensurate with the offense • Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred
2	Mutilating an answer book by way of tearing off pages. Level of Violation- Major	<ul style="list-style-type: none"> • A fine of up to Rs. 50,000 commensurate with the offense • Cancellation of the entire course to which the examination paper was related
3	Impeding the progress of an examination by any means whatsoever (Disturbing exam conducive environment, the argument with invigilators (until it is turned to misbehaving) Level of Violation- Major	<ul style="list-style-type: none"> • A fine of up to Rs. 50,000 commensurate with the offense • Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred

4	Assaulting or threatening to assault any person in charge of an examination Level of Violation- Major	<ul style="list-style-type: none"> Such cases may be referred to Campus Discipline Committee of the respective Campus for further processing
5	Possessing firearms or anything capable of being used as a weapon of offence during an examination Level of Violation- Major	<ul style="list-style-type: none"> Expulsion from the rolls of the University
6	Falsifying an examination result by any means including the substitution of answer books, mutilation, or alteration of the examination records, etc. Level of Violation- Major	<ul style="list-style-type: none"> A fine of up to Rs. 50,000 commensurate with the offense Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred

e. Repeated Offense

Any student with the repeated offense (being caught at second time using unfair means irrespective of midterm or final examination) of using unfair means during the examinations will be imposed with the following penalties depending on the nature of the offense:

- A fine of up to Rs.50,000 commensurate with the offense
- Cancellation of the entire examination result of a semester, whether or not already completed, wherein the malpractice occurred
- Cancellation of the entire course to which the examination paper was related
- Disqualification from appearing in examinations for a specified period

f. Any Other

The UMCC will be authorized to decide penalties in cases other than the above-mentioned according to the nature of the offense, with the consensus of the majority of the members during the meeting.

The Committee may relax the above penalties, in any case, if during the proceedings, student gives appropriate supporting evidence.
