

Policy of the School of Economics and Business on Detection of Irregularities During Evaluation Activities

Approved by the School's Evaluation Committee on May 5th, 2026

Preamble

Academic integrity is one of the fundamental pillars upon which the credibility of our School and the value of the degrees we award are built. Social stakeholders expect our students to graduate having acquired the competencies inherent to their degree program. It is therefore imperative that students complete evaluation activities under conditions of equal opportunity, and that results objectively and honestly reflect each student's individual learning process.

We are aware that the vast majority of the School's student body acts in accordance with the principles of academic integrity. However, the opportunistic behavior of a minority —encouraged and aggravated by the growing miniaturization of technological devices and the increasingly widespread access to artificial intelligence tools— threatens the fairness of evaluation processes and calls into question the validity of evaluation evidence.

Consequently, the School adopts a firm zero-tolerance commitment to fraud in the evaluation activities of its students, understanding that protecting the evaluation process means protecting the professional future of all students and preserving the prestige of the degrees of the Universitat Autònoma de Barcelona.

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1. Purpose, aim, and scope of application

This policy establishes the criteria and procedure of the School of Economics and Business (FEiE) of the Universitat Autònoma de Barcelona (UAB) for handling detected irregularities during the completion of evaluation activities. Its aim is to guarantee academic integrity, equal opportunities, and the validity of evaluation evidence, as well as to protect the prestige of UAB degrees.

The policy applies to all evaluation activities in undergraduate and master's degree programs taught at the FEiE (continuous evaluation, partial and final examinations, single-sitting evaluation, synthesis tests, re-sits, online activities, coursework, external internships, and final degree/master's projects), without prejudice to the specific provisions set out in the regulations for external internships and final degree/master's projects (TFG/TFM).

2. Regulatory framework

This policy is based, in a non-exhaustive manner, on:

- [Academic Regulations of the UAB](#) (current consolidated text and subsequent amendments). Approved by resolution of the Governing Council of 7 July 2022, and amended by resolutions of the Governing Council of: 1 February and 12 July 2023; 12 March and 11 July 2024; 20 March and 10 July 2025).
- [Guide for Teaching and Research Staff](#) of the School of Economics and Business.
- [Undergraduate student Guide](#) of the School of Economics and Business.
- [UAB coexistence Rules](#) (resolution of the Governing Council of 16 March 2023).
- Law 3/2022, of 24 February, on university coexistence (student disciplinary regime and coexistence measures).
- [Royal Decree 1791/2010, of 30 December, University Student Statute](#).
- [Regulation \(EU\) 2016/679 \(GDPR\) and organic Law 3/2018 on Data Protection](#).

3. Leading principles

- **Academic integrity and equity:** evaluation must be based on objective evidence and transparent criteria.
- **Adaptation and inclusion:** evaluation system adaptations for students with specific educational needs (SEN) must be provided in accordance with UAB regulations.
- **Proportionality and consistency:** response proportional to the severity of the irregularity.
- **Guarantees and rights:** respect for privacy, clear information, reasoned resolution, and the right to submit representations.
- **Prevention:** prior communication of conditions and activity design.

4. Definitions and types of irregularities

An irregularity is understood as any act, conduct, or omission within the evaluation process that contravenes or may contravene the academic regulations of the UAB, the center's guidelines, or the instructions of the teaching staff responsible.

The following actions may be considered irregularities:

- Having unauthorized electronic devices within reach, even if not in use (mobile phones, smartwatches, earphones, unauthorized calculators, among others).
- Copying, attempting to copy, using, or possessing unauthorized aids (notes, hidden notes, 'cheat sheets', printed or digital materials, among others).
- Communicating with third parties during a test when not expressly authorized (verbally, by gestures, in writing, or via digital devices or platforms).
- Plagiarizing or misusing sources in coursework, internships, or other evaluation activities (including inadequate citation).
- Impersonating another person, forging signatures, or manipulating attendance or evaluation records.
- Using artificial intelligence (AI) tools or other automated systems when their use is not authorized under the conditions set out in the course guide or the specific activity instructions provided by the teaching staff responsible.
- Accessing or attempting to access external networks, resources, or platforms (via Wi-Fi, Bluetooth, mobile data, VPN, etc.) during tests, when not expressly authorized.
- Obtaining, reproducing, disseminating, or sharing tests or evaluation materials without authorization, before or during the test, as well as removing or altering evaluation documents or evidence.
- Manipulating data, results, or evidence in practical activities, laboratories, projects, or exercises (including altering files, records, or screenshots).
- Acquiring, commissioning, or selling coursework, solutions, or services for completing evaluation activities (or facilitating them to third parties).

In general, any action that violates the principle that evaluation must be based on objective evidence and equal opportunities for all students will be considered an irregularity.

5. Bodies and responsibilities

5.1. School Evaluation Committee

In accordance with Article 258 of the UAB Academic Regulations, the center, through its Evaluation Committee, establishes general criteria and guidelines and resolves matters relating to the evaluation process.

5.2. Operational roles

To ensure consistent, agile, and uniform application of this policy, the following operational roles and their main functions in detecting, recording, and resolving incidents are established:

- **Teaching staff responsible for the subject:** each enrolment group has an assigned teaching staff member responsible for applying the evaluation criteria and recording the subject grade. This person organizes and communicates the test conditions and, always in accordance with the principles of necessity, proportionality, and minimal intrusion, detects incidents; takes immediate measures during the evaluation; marks the test when appropriate; collects and preserves evidence; reports the incident to the Dean's Office; and, where applicable, requests guidance or recommendations from the Evaluation Committee in complex cases or in continuous evaluation activities other than those scheduled in the School's evaluation calendar.
- **Invigilating or support staff** (where applicable): ensures, always in accordance with the principles of necessity, proportionality, and minimal intrusion, the proper conduct of the test; detects incidents; applies immediate and proportionate measures; marks the test in the absence of the responsible teaching staff; assists in preserving the test; collects immediate evidence when necessary and reports any incident to the responsible teaching staff member.
- **School Evaluation Committee:** when its intervention is required, it assesses the evidence; ensures coherence and equity in the application of criteria; determines the level of the irregularity and makes the decision on the application of academic consequences in accordance with Article 266.11 of the UAB Academic Regulations; and issues advisory recommendations in response to staff queries.

6. Measures for the prevention and detection of irregularities

In order to preserve academic integrity, guarantee equal opportunities, and deter fraudulent behavior, the responsible teaching staff and those in charge of invigilating and/or supervising evaluation activities may adopt **prevention, control, and detection** measures. These measures shall be applied in accordance with the principles of **necessity, proportionality, and minimal intrusion**, while respecting current regulations, adaptations recognized for students with specific needs, and student rights.

6.1. Preventive and control measures before and during tests

In in-person tests, the following actions, among others, may be implemented:

- **Prior information and institutional reminder:** this policy will be available in the 'evaluation calendar' section of the School website, and a reference to its most relevant sections will be included in each subject's course guide.

Before the test, teaching staff will remind students of the evaluation conditions (authorized materials, prohibitions, authorization or otherwise of AI use, etc.).

- **Venue control and classroom organization:** conducting a prior inspection of the examination room or space, and establishing a strategic layout for students (seat separation, seat assignment, rearrangement of rows, etc.) in order to prevent unauthorized communication or the use of unauthorized aids.
- **Control of materials and belongings:** verifying that students have only the materials expressly authorized by the teaching staff responsible. All other materials, devices, or

belongings must remain properly stored and out of reach, in accordance with the instructions given before the start of the test.

- **Identity verification:** conducting a rigorous identity check using an official document (national ID / NIE / passport/university card or equivalent), before the start of the test and, if deemed necessary, during or at the end of the test, especially in high-weighting tests or when there are indications of possible impersonation.
- **Adaptations and accessibility measures:** control measures will be applied respecting evaluation adaptations duly recognized for students with specific educational needs, avoiding erroneous interpretations of authorized elements or support materials.

Given the broad and permanent access to this information, students undertaking an evaluation test are deemed to be duly informed of the content of this policy and the specific conditions of the test.

6.2. Collection of evidence and reporting of suspicions

Those in charge of invigilating the evaluation test have the authority to collect immediate evidence and formally report suspicions to the responsible teaching staff and/or the School Dean's Office. For these purposes:

- The observed fact may be identified and described (time, place, circumstances, and persons present) and placed on record by notifying the Dean's Office.
- Unauthorized materials or documentation directly linked to the incident (handwritten notes, printed sheets, etc.) may be temporarily removed, preserving the integrity of the evidence and ensuring its traceability and custody until delivery, where appropriate, to the Dean's Office.
- In the case of personal devices (mobile phones, smartwatches, etc.), removal will only be carried out when strictly essential, on a temporary basis during the test, and without accessing the device's content under any circumstances.

6.3. Specific detection measures related to the use of AI tools and other unauthorized practices

Given the difficulty of detecting certain conduct through simple direct observation, teaching staff and/or the Evaluation Committee may adopt specific complementary measures:

- **Post-activity audit** (authorship and knowledge validation): when an evaluation activity (examination, written test, coursework, practical work, etc.) shows reasonable indications of having been produced with the assistance of AI tools or through any other premeditated conduct intended to falsify the results of that evaluation activity (internal inconsistencies, unusual style, lack of correspondence with prior performance, systematic errors, etc.), the student may be called to a validation test or academic interview in oral, written, or any other format the teaching staff deems appropriate given the circumstances. If the validation test is oral, it is recommended that it be conducted in the presence of another member of the department's teaching staff or, alternatively, that the proceedings be recorded, solely for the purposes of ensuring, traceability, and accreditation of the test content in the event of a potential review or appeal.

- This validation does not constitute a new evaluation and does not alter the criteria of the course guide; rather, its purpose is to verify the authorship and understanding of the content reflected in the submitted document and may serve to confirm or rule out the initial indications.
- **Use of frequency detectors** (deterrent and support measure): frequency detector devices may be used to identify the presence of active radio frequency, Bluetooth, or Wi-Fi signals in the examination room, with the aim of discouraging the use of unauthorized electronic devices during tests. These detectors are non-intrusive in nature, as they do not interfere with communications, do not access the content of personal devices, do not collect identifying data, and only report the existence of active signals in a given space. Their use will in all cases be carried out in accordance with current data protection and privacy guarantee regulations, applying the principles of minimization and proportionality.

7. Academic consequences

7.1. General principle and regulatory basis

In accordance with the UAB Academic Regulations (Article 266.11), any irregularity committed in an evaluation activity entails a grade of 0 (zero) for that activity, regardless of whether a disciplinary procedure may be initiated, where appropriate. Furthermore, when multiple irregularities occur in the evaluation activities of the same subject, the final grade for the subject is 0.

This protocol sets out common criteria to ensure uniform application within the School of Economics and Business, distinguishing according to the type of activity and the context in which the irregularity occurs.

7.2. Irregularities in continuous evaluation activities other than examinations scheduled in the School's evaluation calendar

In the case of irregularities detected in continuous evaluation activities (e.g., coursework, practical work, submitted exercises, presentations, online activities, etc.) other than examinations scheduled in the School's evaluation calendar:

1. **Detection and academic decision:** the responsibility for identifying the irregularity, assessing its scope, and determining the academic consequence lies with the teaching staff responsible for the subject, in accordance with the course guide, the activity instructions, and the UAB Academic Regulations.
2. **Advisory criterion:** as a general rule, when an irregularity in an evaluation activity is established, the academic consequence will be a grade of 0 (zero) for the affected activity. In the event of a second or further irregularity in evaluation activities of the same subject, the academic consequence will be a final grade of 0 (zero) for the subject.
3. **Consultation with the Evaluation Committee:** when the situation raises doubts, presents particular complexity, or the teaching staff deems it appropriate, they may refer the matter to the School Evaluation Committee for it to issue a recommendation based on the facts. This recommendation is advisory in nature and seeks to ensure internal consistency within the center.

7.3. Irregularities in examinations scheduled in the School's evaluation calendar

Irregularities committed during examinations scheduled in the School's evaluation calendar (partial, final, synthesis tests, single-sitting evaluation, or re-evaluation), hereinafter 'Examinations', are subject to a specific procedure to ensure uniform application of the criteria contained in this policy.

1. **Marking and preservation of evidence:** the responsible teaching staff or those in charge of invigilation will mark the student's test (e.g., a visible annotation on the examination paper or equivalent identifier) and collect, where appropriate, immediate evidence in accordance with the protocol.
2. **Measure during the examination:** as a general rule, the student may be asked to leave the examination room, always seeking to minimize any disruption to the remaining students. If circumstances advise, the student may be permitted to complete the test.
3. **Information to the student:** at the same time as the incident or upon completion of the test, the student will be informed that a possible irregularity has been detected and that the procedure set out in this policy will be initiated.
4. **Disagreement channel:** if the student disagrees with the decision taken, they may channel this through the review mechanisms provided for in the UAB Academic Regulations.

In this regard, the procedure set out in this policy aims to unify academic criteria and to organize the collection of evidence and decision-making for the application of the UAB Academic Regulations, but does not in itself constitute an autonomous administrative or sanctioning procedure.

7.4. Impersonation and commissioning/contracting: Responsibility of the beneficiary and third parties

In cases of impersonation or commissioning/contracting for the completion of tests, the academic sanction provided for in this policy will be applied to the student enrolled in the subject (the person who benefits or appears to benefit from the conduct), without prejudice to the actions that may correspond with regard to the person who acted as the impersonator or collaborator.

If the impersonator is a member of the UAB community (a student from another program or center), the matter will be brought to the attention of the competent UAB body to assess whether appropriate disciplinary measures should be taken.

If the impersonator cannot be identified at the time of the incident, or does not belong to the UAB community, the available evidence will be collected and communicated equally to the competent UAB body for the relevant purposes.

If a person does not prove their identity or refuses to provide it, the available identifying elements (description, etc.) will be collected, and, where appropriate, the campus security services will be called.

Without prejudice to the academic management and UAB's internal proceedings, in cases of impersonation or other conduct that may be of an unlawful nature, the facts may be brought to the attention of the competent UAB bodies and communication to the competent authorities will be considered.

8. Rights and guarantees

In applying this policy, the center will guarantee students' rights and will act in accordance with the principles of presumption of good faith, objectivity, proportionality, minimal intrusion, and the right to be heard.

1. **Presumption of good faith and respectful treatment:** Students have the right to have their presumption of honesty respected. Therefore, they will not be questioned or subjected to intrusive actions during a test unless there is a reasonable and well-founded suspicion of irregularity, and any action will be carried out with the utmost discretion and respect.
2. **Information about the activity's rules:** Students have the right to be informed, before the test or activity, of the evaluation conditions, the permitted/prohibited materials, the rules on the use (or non-use) of AI tools, and the academic consequences provided for in the event of an irregularity.
3. **Access to the decision and minimum justification:** Students have the right to receive notification of the decision taken by the Evaluation Committee, if its intervention has been required, with sufficient justification, indicating the type of irregularity identified and the academic consequence applied.
4. **Disagreement channel:** If the student disagrees with the decision taken (including a grade of 0), they may channel their disagreement through the review mechanisms provided for in the UAB Academic Regulations.
5. **Confidentiality:** Incidents and actions linked to this policy will be treated confidentially and only those persons strictly necessary for their management will have access to the information.

9. Basic information on privacy and data protection¹

Under this policy, the center may process personal data strictly necessary for managing evaluation incidents, applying academic consequences, and, where appropriate, recording them in the Academic Integrity Register (RIA).

- **Data controller:** Universitat Autònoma de Barcelona (UAB). The center/School acts as the managing unit within the scope of its responsibilities.
- **Purpose:** to guarantee the integrity and proper conduct of evaluation processes, manage irregularity incidents, take academic decisions, and, where applicable, record sanctions in the Academic Integrity Register (RIA) for consistency and repeat-offense monitoring purposes.
- **Legal basis** (legitimization): the performance of a task carried out in the public interest and the exercise of official authority within the university sphere, as well as compliance with obligations arising from the applicable academic regulations.
- **Categories of data:** identifying data strictly necessary (e.g., student ID number), academic data linked to the activity, and, where applicable, minimum information about the incident and the academic sanction.

¹Pending evaluation from the DPO

- **Recipients and access:** restricted access to the Dean's Office, the notary/certifying officer, and the Evaluation Committee, and, where applicable, to the competent UAB bodies when referral for a possible disciplinary file is required.
- **Retention:** data will be retained for the time strictly necessary for the described purpose. In the case of the RIA, the retention and deletion criteria established in this policy will apply.
- **Security and custody measures:** the RIA and associated documentation will be kept with adequate security measures; the file will be encrypted and under the custody of the center's notary/certifying officer, with access control and traceability.
- **No access to the content of personal devices:** in applying this policy, the center will not access the content of personal devices or make copies, except where there is a legal basis and specific guarantees enabling this. The technological measures used will be non-intrusive in nature, without accessing content or collecting unnecessary identifying data.
- **Rights of data subjects:** students may exercise their rights of access, rectification, objection, and, where applicable, erasure, in accordance with data protection regulations and the channels established by the UAB.
- **Channel for exercising rights and data protection contact:** students may exercise their rights of access, rectification, objection, and, where applicable, erasure through the channels provided by the UAB for exercising data protection rights. They may also address queries to the UAB's Data Protection Officer (DPO), in accordance with the current institutional procedures.