

Guidelines for Handling Academic Dishonesty

(Last update: 14 Sept 2023)

1. General Principles

- 1.1. The College has the policy of zero tolerance for academic dishonesty.
- 1.2. All members of the College community are required to observe and uphold the highest standards of academic integrity and honesty in all academic activities, scholarly and scientific work.
- 1.3. Proactive efforts are required to foster knowledge and awareness of the importance of academic integrity; handle alleged misconduct; and impose appropriate sanction against violation of academic integrity.

2. Definition, Examples and Penalty of Academic Dishonesty

The following acts, by no means exhaustive, will be considered as violations of academic honesty:

2.1. Plagiarism

2.1.1 Definition

Plagiarism is the presentation of the information, ideas or work of another person as one's own work, without proper acknowledgement of the source.

2.1.2 Examples

- (a) Copying another person's actual words without the use of quotation marks and footnotes in written assignments;
- (b) Submitting another's work for assessment as one's own;
- (c) Using of fabricated or copied data for assessment.

2.1.3 Maximum Penalty: F grade for the course, with disciplinary penalty, if appropriate.

2.2. Violation of Examination Regulations

2.2.1 Definition

It refers to students' non-compliance with examination regulations.

2.2.2 Examples

- (a) Removing articles/items (e.g. question papers) other than personal belongings from the venue of examination/test/quiz;
- (b) Leaving the venue of examination/test/quiz without permission;
- (c) Continuing to write after the end of an examination/test/quiz;
- (d) Disobeying instructions of an invigilator;
- (e) Having unauthorised articles/items on the examination desk, in the pockets or on his/her body during the entire examination/test/quiz session;

2.2.3 Maximum Penalty: Down one sub-grade/ full grade for the course, with disciplinary penalty, if appropriate.

2.3. Cheating

2.3.1 Definition

Cheating is one form of academic dishonesty which is defined as acting dishonestly in order to gain an advantage during examinations/tests/quizzes.

2.3.2 Examples

- (a) Copying from other student(s) during an examination/test/quiz or allowing another to copy your work;
- (b) Using notes during a closed book examination/test/quiz;
- (c) Impersonating another student at a test or an examination or allowing oneself to be impersonated;
- (d) Unauthorized use of articles/items during an examination/test/quiz (e.g., books, manuscripts, papers, notes, paper dictionaries, and all kinds of electronic/communication devices such as mobile phones, electronic dictionaries, smart watches, earphones, computers or other technologies to receive or send information);
- (e) Organizing or conducting group cheating via WeChat, QQ, Email or other social media;
- (f) Exchanging question papers, answer books, MC answer sheets or other exam documents during an examination/test/quiz.

2.3.3 **Maximum Penalty:** F grade for the course, with disciplinary penalty, if appropriate.

3. Procedures for Handling Academic Dishonesty in Various Scenarios

3.1. Continuous Assessments (e.g. tests, quizzes, assignments, etc)

- (a) The course instructor should embark on a careful investigation with a view to confirm his/her suspicion.
- (b) With sufficient supporting evidence (e.g. first-hand documents, video and audio records, photos, etc) the course instructor should confront the student in the presence of the PD or the Dean of the student's home Faculty.
- (c) The student ought to be given a chance to explain or defend his/her case and sign a written confession, if possible, before the case is presented for adjudication.
- (d) When a student admits an act of academic dishonesty including plagiarism, the instructor shall decide on the appropriate penalty in accordance with the regulations and report the incident with proposed penalty (if any) to the Faculty Board/Teaching Centre Committee (or equivalent body) for endorsement. If necessary, the case could be referred to the Student Disciplinary Committee (SDC) for further action.

In the case of academic dishonesty by a **year-4 student**, any penalty involving the student's right for graduation must be approved by the Senate.

(Note: ANY materials about a case, in the process of investigation and appeal, including cheating report, student's personal statement, photos, video and audio records, letter of decision, appeal letter, etc must be kept safe and well.)

- (e) The student concerned must be notified the final decision in writing by the **relevant Faculty/Centre Office within a reasonable period of time.**
- (f) Student involved has the right to **appeal** against the charge of academic dishonesty and if the student decides to appeal the charge, he or she must notify the Chair of Faculty Board/Teaching Centre Committee in writing within the period as specified in the letter of decision. The appeal should be handled and the student should be

informed of the final decision **within ten (10) working days from the receipt of the appeal.**

- (g) The **Academic Registry** should be informed of **any** academic dishonesty case and copied **with all relevant supporting documents mentioned above within ONE WEEK after the student concerned was notified of the appeal results** so as to keep an official record for SDC or other authorized agency in dealing with the case.

3.2. **Semester-end or year-end Examinations** (hereafter referred to as examination)

If a student is suspected of/caught cheating during the Examinations, invigilators should:

- (a) Approach student quietly without causing too much disturbance to other students;
- (b) **Seize the evidence** (paper, phone..., etc.) **and take pictures if possible**;
- (c) Stop the student from continuing the exam but keep him/her in the seat;
- (d) Inform AR **immediately** for follow-up actions.

3.3. **Final Year Project (FYP)**

- (a) Programmes should prepare their “**Final Year Project Handbook**” with relevant regulations, penalties about plagiarism (e.g. definition of plagiarism) and other forms of academic dishonesty included and clearly declared. The handbook should be made available to all the Final Year students in the programme at the commencement of their FYP.
 - (b) **Procedures:** Please refer to “3.1. Continuous Assessments”.
 - (c) **Penalty:** The penalties are severe. If the person is a current student, the penalties may include dismissal from the College. If the person convicted of academic dishonesty is a graduate of the College, and the misconduct was contained in the academic work required for the degree, the College may take legal action against the graduate, and may revoke the degree and/or other certificates/awards.
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