

City University of Hong Kong
Community College of City University

Rules on Academic Honesty

1. The CCCU Rules on Academic Honesty is approved by the Academic Board to regulate student academic honesty matters and adjudicate student academic dishonesty cases. The CCCU Academic Conduct Committee under the Academic Board will determine and keep under review the CCCU Rules on Academic Honesty. Academic honesty in respect of academic staff is not covered by this set of Rules.
2. Academic honesty is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of other's work, and honestly report findings obtained. As part of CCCU's efforts to educate students about academic honesty, all students are expected to complete an online tutorial on academic honesty and make a declaration on their understanding of academic honesty.
3. Academic dishonesty is regarded as a very serious offence in CCCU. Any related offence will lead to disciplinary action with a penalty including expulsion from CCCU and debarment from re-admission.
4. Academic dishonesty includes but is not restricted to the following behaviors:
 - 4.1 Plagiarism, e.g., the failure to properly acknowledge the use of another person's work or submission for assessment of material that is not the student's own work;
 - 4.2 Misrepresentation of a piece of group work as the student's own individual work;
 - 4.3 Collusion, i.e. allowing another person to gain advantage by copying one's work;
 - 4.4 Unauthorized access to an examination/test paper;
 - 4.5 Use of unauthorized material in assessment;
 - 4.6 Unauthorized communication during assessment;
 - 4.7 Not following the instruction of the staff-in-charge during assessment;
 - 4.8 Use of fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means;
 - 4.9 Impersonating another student at a test or an examination or allowing oneself to be impersonated.

5. Students must comply with regulations promulgated by CCCU and the academic divisions in respect of examination and coursework.
6. All students and staff have the responsibility to report academic dishonesty cases as they will deter the quality of education and depreciate the genuine achievements of others. Course examiners are required to report any suspected incidents of academic dishonesty in the course, if supported by clear evidences, to the Head of the course offering division.

7. Handling Procedures and Penalties

7.1 For academic dishonesty occurring during examinations, the Chief Invigilator will report the case to the Academic Regulations and Records Office (for Associate Degree programmes)/College Office (for other programmes) by using the appropriate form. The concerned office will refer the case to the Head of the course offering division who will examine the case, collect all related evidences and submit the case to the Divisional Academic Conduct Committee for consideration.

7.2 For other cases, the following procedures will be adopted:

7.2.1 The Head of the course offering division, when being alerted that there may be an alleged case of academic dishonesty, should investigate the matter and gather all related evidences. The Head of the course offering division will then examine the case and determine whether there is *prima facie* evidence of academic dishonesty. In doing so, the Head of the course offering division may interview the concerned student to collect more information as he/she deems necessary.

7.2.2 Should the Head of the course offering division determine that there is *prima facie* evidence of academic dishonesty; the case will be referred to the Divisional Academic Conduct Committee for a hearing. Otherwise, the case will be dismissed and a brief report be sent to the College Office for record.

7.2.3 Upon receiving a referral under 7.2.2 above, the Secretary to the Divisional Academic Conduct Committee will write to the student concerned informing him/her of the allegation within seven calendar days. The student will be required to submit his/her written explanation within seven calendar days. A meeting to interview the student and consider the case will be held within twenty-one calendar days from the expiration of the

time limit for the student to submit his/her written explanation. The terms of reference and membership of the Divisional Academic Conduct Committee are given in Appendix 1. During the interview, the student may be accompanied by a member of CCCU (staff/student) who is not involved in the case, provided that the Committee is being informed of the companion's name at least three calendar days before the meeting.

7.2.4 The Divisional Academic Conduct Committee will regulate its own proceedings in the consideration of the case and may call before it such persons as it deems necessary.

7.2.5 A student may admit the charge, or any part of it, at any stage of the proceedings.

7.2.6 If a student does not show up in the meeting, the Divisional Academic Conduct Committee will consider the allegation in the absence of the student.

7.2.7 If the Divisional Academic Conduct Committee determines against the student, it may impose penalties on the student as well. In so doing, the Committee will also take into account any record of previous misconduct by the student including any penalty previously incurred.

7.2.8 The penalties imposed by the Divisional Academic Conduct Committee may consist of:

- i. an oral or a written warning;
- ii. requiring a student to re-submit the work, with suitable deduction of the score;
- iii. lowering the mark/grade in a particular component of the course;
- iv. lowering the grade in the concerned course;
- v. awarding a failure grade in the concerned course.

7.2.9 The Divisional Academic Conduct Committee may also impose the following penalties with the endorsement of the Vice Principal (Academic) before informing the student of the penalties:

- i. withholding a student's eligibility for a scholarship, prize, financial award, the Principal's List, or representing CCCU in external activities such as

- exchange programme or internship for a specified period of time;
- ii. suspension of studies for a specified period of time;
- iii. withholding an academic award for a specified period of time;
- iv. expulsion from CCCU together with a specified period of time that the student may not be re-admitted to any programme of studies;
- v. any other penalties suggested by the Divisional Academic Conduct Committee which is not covered under 7.2.8 and 7.2.9.

7.2.10 The Divisional Academic Conduct Committee may also advise the student to seek counsel from a counsellor in the Student Development Services.

7.2.11 The student will be informed of the decision of the Divisional Academic Conduct Committee in writing within fourteen calendar days from the conclusion of the meeting of the Divisional Academic Conduct Committee and the case will be reported to the Academic Regulations and Records Office (for Associate Degree students) or College Office (for other students) for updating of student records.

7.2.12 The Divisional Office will keep a full set of record on academic dishonesty cases within the Divisional and report to the CCCU Academic Conduct Committee on an annual basis.

8. Appeal Procedures

8.1 The student may appeal against the decision of the Divisional Academic Conduct Committee by writing to the Chair of the CCCU Academic Conduct Committee within fourteen calendar days from being informed of the decision made by the relevant authority.

8.2 The appeal will only be entertained if it relates to either:

8.2.1 fresh evidence which for good reason had not been presented previously to the Divisional Academic Conduct Committee; or

8.2.2 a material irregularity of proceedings in the consideration of the matter by the Divisional Academic Conduct Committee; or

- 8.2.3 the penalty applied was unreasonable or excessive in light of new evidences presented to the Divisional Academic Conduct Committee, the findings of fact, or the circumstances of the student.
- 8.3 If the Chair decides that the appeal does not relate to any of the matters stated in 8.2 above, he/she will dismiss the appeal and the original decision will stand. If the Chair decides that the appeal appears to relate to the matters stated in 8.2 above, he/she will convene a meeting of a CCCU Academic Conduct Appeals Panel to consider the appeal. The terms of reference and constitution of the CCCU Academic Conduct Committee and the CCCU Academic Conduct Appeals Panel are in Appendix 2 and Appendix 3 respectively.
- 8.4 A decision on an appeal will normally be made within thirty calendar days from the date of receipt of the appeal under 8.1 above and the decision of the CCCU Academic Conduct Appeals Panel on the appeal is final.
- 8.5 The College Office will keep a written confidential record of the proceedings of all cases of appeal and report to the CCCU Academic Conduct Committee on an annual basis.

Divisional Academic Conduct Committee

1. Term of Reference

To exercise summary jurisdiction and impose penalties in respect of violations of the CCCU Rules on Academic Honesty by students when such violations are referred to it by a head of academic division as appropriate.

2. Constitution

Chair Head of Division

Members (a) Two academic members within the Division appointed by the Head of Division
(b) One member outside the Division from the central pool of academic staff appointed by the CCCU Academic Conduct Committee
(c) One of the student members in the Academic Board appointed by the Chairman of Academic Board

Secretary Administrative staff of the Divisional office

Note: The term of office of the Chair and category (a) members are two years.

CCCU Academic Conduct Committee

1. Terms of Reference

- 1.1 To advise the Academic Board on policies and procedures relating to academic honesty;
- 1.2 To determine and keep under review the CCCU's Rules on Academic Honesty;
- 1.3 To determine the procedures for dealing with violations of the Rules on Academic Honesty, and the penalties relating thereto;
- 1.4 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Committee, and to approve the terms of reference and membership;
- 1.5 To maintain a central pool of academic staff for Divisional Academic Conduct Committees to co-op into their committee meetings to consider academic misconduct cases;
- 1.6 To report on its business to the Academic Board at such intervals as the Academic Board may decide.

2. Constitution

Chair Vice Principal (Academic)

Members (a) Two members appointed by and from the Academic Board
(b) Two students appointed by the Academic Board

Secretary College Academic Secretary or his/her nominee

Notes: (i) The term of office of category (a) members is two years.
(ii) The term of office of student members is one year.

CCCU Academic Conduct Appeals Panel

1. Term of Reference

Reporting to the CCCU Academic Conduct Committee, the CCCU Academic Conduct Appeals Panel will deal with appeals from students in accordance with the CCCU Rules on Academic Honesty.

2. Constitution

Chair Chair of the CCCU Academic Conduct Committee

Members (a) Two academic staff appointed by the Chairman of
Academic Board
(b) One student appointed by the Chairman of Academic
Board

Secretary College Academic Secretary or his/her nominee

Note: Members of the panel should not have any personal interest in the appeal.