Handling Procedure for Academic Dishonesty Cases
(Please read this flow chart together with the Rules on Academic Honesty)

Academic dishonesty occurring during examinations

Chief Invigilator → ARRO/SGS

Academic dishonesty occurring in other situations

Students/faculty/staff → Course Leader

Head/Dean of course-offering unit to investigate the case and determine if the allegation is justified

Case dismissed → Brief report to College/School Office

NO

Detailed investigation report to College/School ACC

- College/School ACC to inform student's home unit
- College/School ACC to decide whether to conduct further investigation, or support the allegation and approve the suggested penalty

Support the allegation

YES

College/School ACC to inform the student, ARRO/SGS and student's home unit of the decision (10 WDs from receipt of the case)

Conduct further investigation

YES

College/School ACC to further investigate the case and inform the student (10 WDs from receipt of the case)

Student to submit written explanation (5 WDs from ACC’s notification)

Student to submit companion’s name (3 WDs before ACC meeting)

College/School ACC meeting to consider the case (15 WDs from the student's explanation submission deadline)

College/School ACC to inform the student, ARRO/SGS and student's home unit of the decision (10 WDs from conclusion of ACC meeting)

College/School ACC to report the case to Academic Conduct System in AIMS

NO

Student accepts the decision → End of procedure

Student to submit appeal to the University ACC (10 WDs from being informed of the decision)

University ACC Chair to decide if the appeal should be accepted

Case dismissed, original decision stands

YES

Academic Conduct Appeals Panel to consider the case

Inform student and student’s home unit of the decision (22 WDs from receipt of appeal)

End of procedure

Notes:
1. ACC: Academic Conduct Committee
2. WDs: Working Days