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

Case dismissed

Brief report to College/School/Center Office

NO

Detail investigation report to College/School ACC or Line Manager

Courses offered by Colleges/Schools/Depts
- College/School ACC to inform student’s home unit
- College/School ACC to decide whether to support the allegation and approve the suggested penalty

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

YES

NO

Courses offered by CCIV/ELC
- Line Manager of CCIV/ELC to inform student’s home unit
- to consider the case

Line Manager of CCIV/ELC to inform the student, ARRO and student’s home unit of the decision (25 WDs from receipt of the case)

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)

Student accepts the decision

YES

End of procedure

NO

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

NO

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