City University of Hong Kong

Rules on Academic Honesty
(for implementation from Semester A 2012/13)

1. The Rules on Academic Honesty document is approved by the Senate to regulate student academic honesty matters and adjudicate student academic dishonesty cases. The Academic Conduct Committee under the Academic Policy Committee will determine and keep under review the Rules on Academic Honesty. Academic honesty with respect to faculty members 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 the University’s efforts to educate students about academic honesty, all students are required to complete the Online Tutorial and Quiz on Academic Honesty, and make a Declaration on their understanding of academic honesty.

3. Academic dishonesty is regarded as a serious offence in the University. Any related offence can lead to disciplinary action with a penalty including expulsion from the University 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 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 Use of fabricated data claimed to be obtained by experimental work, or data copied or obtained by unfair means;
   4.8 Impersonating another student at a test or an examination or allowing oneself to be impersonated.

5. Students must comply with regulations promulgated by the University and the academic units in examinations and coursework.

6. All students, faculty and staff have the responsibility to report academic dishonesty cases as they will compromise the quality of education and depreciate the genuine achievements of others. Course leaders are required to report any suspected incidents of academic dishonesty in the course, if supported by clear evidence, to the Head/Dean of the course-offering academic unit.
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/Chow Yei Ching School of Graduate Studies by using the appropriate form. The concerned office will refer the case to the Head/Dean of the course-offering academic unit for investigation. For other cases, the Head/Dean of the course-offering academic unit, when alerted that there may be an alleged case of academic dishonesty, should investigate the case. During the investigation, the Head/Dean of the course-offering academic unit will gather all related evidence, interview the concerned student, and/or seek written statements from witnesses and/or the student to collect more information as he/she deems necessary.

7.1.1 Should the Head/Dean of the course-offering academic unit determine against the student, the course-offering academic unit should submit a detailed investigation report to the College/School Academic Conduct Committee describing the case details, evidence and nature of suspected academic dishonesty, suggested penalty to be imposed on the student, and justification for the suggested penalty to help the Committee make a decision. Otherwise, the case will be dismissed and a brief report sent to the College/School office for the record. Student’s home academic unit will be informed of the suspected case by the College/School Academic Conduct Committee when it is referred to the Committee for consideration.

7.1.2 Upon receiving a referral under 7.1.1 above, the College/School Academic Conduct Committee should consider the case and decide whether to support the allegation and approve the penalty suggested by the course-offering academic unit or not. When considering penalty to be imposed on the student, the Committee will also take into account any record of previous misconduct by the student including any penalty previously incurred. The Secretary to the College/School Academic Conduct Committee will write to the student concerned informing him/her of the decision within ten working days from being informed of the suspected academic dishonesty case.

7.1.3 If the College/School Academic Conduct Committee decides to further investigate the case, the student will be required to submit his/her written explanation within five working days from receipt of notification from the College/School Academic Conduct Committee. A meeting to interview the student and consider the case will be held within fifteen working 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 College/School Academic Conduct Committee are given in Appendix 1. During the interview, the student may be accompanied by a member of the University (staff/student) who is not involved in the case, provided that the Committee is informed of the companion’s name at least three working days before the meeting.
7.1.4 The College/School 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.

7.1.5 A student may admit to the charge, or any part of it, at any stage of the investigation/proceedings.

7.1.6 If a student does not appear at the meeting, the College/School Academic Conduct Committee will consider the allegation in the absence of the student.

7.1.7 The penalties imposed by the College/School 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 from his/her 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.

7.1.8 The College/School Academic Conduct Committee may also impose the following penalties with the endorsement of the Associate Provost (Academic Planning and Undergraduate Education) for cases involving undergraduate students, or the Dean of Graduate Studies for cases involving postgraduate students, before informing the student of the penalties:

i. withholding a student’s eligibility for a scholarship, prize, financial award, the Dean’s List, or representing the University 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 the University 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 College/School Academic Conduct Committee which are not covered under 7.1.7 and 7.1.8.

7.1.9 The College/School Academic Conduct Committee may also advise the student to seek counsel from a counsellor in the Student Development Services.

7.1.10 For cases which warrant further investigation by the College/School Academic Conduct Committee, the student will be informed of the decision of the College/School Academic Conduct Committee in
writing within ten working days from the conclusion of the meeting of the College/School Academic Conduct Committee.

7.1.11 All cases considered by the College/School Academic Conduct Committee will be reported to the Academic Regulations and Records Office (for undergraduate and sub-degree students) or Chow Yeung Ching School of Graduate Studies (for postgraduate students) for updating of student records. Student’s home academic unit will be informed of the decision by the College/School Academic Conduct Committee.

7.1.12 The College/School office will keep a full set of records on academic dishonesty cases within the College/School and report to the Academic Conduct Committee on an annual basis.

7.2 Notwithstanding paragraph 7.1, academic dishonesty cases associated with courses offered by the Chinese Civilisation Centre (CCIV)/English Language Centre (ELC) will be firstly investigated by the Director (CCIV) or Head (ELC). During the investigation, the Director (CCIV)/Head (ELC) will gather all related evidence, interview the concerned student, and/or seek written statements from witnesses and/or the student to collect more information as he/she deems necessary. Should the Director (CCIV)/Head (ELC) determine against the student, CCIV/ELC will submit a detailed investigation report to the respective immediate Line Manager describing the case details, evidence and nature of suspected academic dishonesty, suggested penalty to be imposed on the student, and justification for the suggested penalty to help the Line Manager make a decision. The concerned Line Manager will inform the student’s home academic unit of the case and formulate his/her own proceedings as he/she deems fit to consider the case. The decision will be conveyed to the student within twenty-five working days from the Line Manager being informed of the case. Student’s home academic unit will be informed of the decision and the case will be reported to the Academic Regulations and Records Office for updating of student records. A full set of records on these academic dishonesty cases will be kept by CCIV/ELC and reported to the Academic Conduct Committee on an annual basis.

8. Appeal Procedures

8.1 The student may appeal against the decision of the College/School Academic Conduct Committee or, in the case mentioned in paragraph 7.2, the decision made by the concerned Line Manager, by writing to the Chair of the Academic Conduct Committee via the Office of the Provost within ten working 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 College/School Academic Conduct Committee; or

8.2.2 a material irregularity of proceedings in the consideration of the matter by the College/School Academic Conduct Committee; or
8.2.3  the penalty applied was unreasonable or excessive in light of new evidence presented to the College/School 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 an Academic Conduct Appeals Panel to consider the appeal and inform the student’s home academic unit of the appeal. The terms of reference and constitution of the Academic Conduct Committee and the Academic Conduct Appeals Panel are in Appendix 2 and Appendix 3 respectively.

8.4  A decision on an appeal will normally be made within twenty-two working days from the date of receipt of the appeal under 8.1 above and the decision of the Academic Conduct Appeals Panel on the appeal is final. Student’s home academic unit will be informed of the decision on the appeal.

8.5  The Office of the Provost will keep a written confidential record of the proceedings of all cases of appeal and report to the Academic Conduct Committee on an annual basis.

Note: Working days refer to Mondays to Fridays, excluding Saturdays, Sundays and public holidays and excluding, for the avoidance of doubt, a day throughout or for part of which a black rainstorm warning or Typhoon Signal Number 8 or above is issued or hoisted by the Hong Kong Observatory.
College/School Academic Conduct Committee

1. **Term of Reference**

To exercise summary jurisdiction and impose penalties in respect of violations of the University’s Rules on Academic Honesty by students when such violations are referred to it by a head/dean of academic unit as appropriate.

2. **Constitution**

*Chair*  
An Associate Dean of the College/School appointed by the Dean

*Members*  
(a) Two faculty members within the College/School appointed by the Dean  
(b) One member outside the College/School from the central pool of academic staff appointed by the Academic Conduct Committee  
(c) One of the student members in the College/School Board appointed by the Dean

*Secretary*  
Administrative staff of the College/School office

Notes: (i) The term of office of the Chair and category (a) members are two years.  
(ii) The categories (b) and (c) members are appointed on a case-by-case basis.  
(iii) For the category (a) members, SGS Academic Conduct Committee includes two faculty members outside SGS appointed by the Dean. The two faculty members outside SGS should NOT come from the same College/School of the appointed ACC central pool member.
Academic Conduct Committee

1. **Terms of Reference**

1.1 To advise the Academic Policy Committee on policies and procedures relating to academic honesty.
1.2 To determine and periodically update the University’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 College/School Academic Conduct Committees to co-opt into their committee meetings to consider academic misconduct cases.
1.6 To report on its business to the Academic Policy Committee (APC) at such intervals as APC deems appropriate.

2. **Constitution**

**Chair**
Provost or nominee

**Deputy Chair**
Elected by and from members

**Ex-officio Members**
(a) Associate Provost (Academic Planning and Undergraduate Education)
(b) Associate Dean of Graduate Studies

**Members**
(a) Four members appointed by and from the Senate
(b) Two undergraduate students nominated by the Students’ Union
(c) One postgraduate student nominated by the CityU Postgraduate Association

**Secretary**
Administrative staff of the office of the Provost

Notes: (i) The term of office of the nominated and appointed members is two years with a staggered arrangement.
(ii) The term of office of student members is one year.
Academic Conduct Appeals Panel

1. Term of Reference

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

2. Constitution

Chair

Chair of the Academic Conduct Committee

Members

(a) Two Senate appointed members of the Academic Conduct Committee
(b) One student nominated by the Students’ Union (for cases involving undergraduate students)
(c) One student nominated by the CityU Postgraduate Association (for cases involving postgraduate students)

Secretary

Administrative staff of the office of the Provost

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