

## APPENDIX

### **Procedures Governing Student Academic Integrity for Sub-degree/Undergraduate/Postgraduate Studies leading to an HKBU Award**

Any student who commits an act of academic dishonesty would have violated academic integrity and would therefore be subject to academic disciplinary actions.

Academic dishonesty behaviour includes plagiarism, submission of material(s) for assessment which is not the student's own work, and, the use of fabricated or copied data for assessment.

### **Sub-degree/Undergraduate/Taught Postgraduate Studies by Coursework/Research Postgraduate Students taking Coursework**

If academic dishonesty is suspected in respect of course-based assessment:

- i) the faculty member concerned should report to the Head of Department/Programme or Programme Director.
- ii) the Department/Programme will investigate the case with the student concerned.
- iii) if the charge is established, an 'F' grade will be assigned to the course\*.
- iv) the Department/Programme will report the case, in writing, to the Academic Registrar (for undergraduate/associate degree/high diploma programmes)/Dean of Graduate School (for taught postgraduate programmes and research postgraduate students taking coursework) via the Dean of Faculty/School or Director of Academy of Visual Arts.
- v) the Academic Registrar/Dean of Graduate School will inform the Quality Assurance Committee (QAC)\*\*.
- vi) the QAC will report the case to the Senate.

For more serious or repeated cases:

- i) the Department/Programme should follow the procedures i) - iv) above.
- ii) the Department/Programme should refer the case to the Panel on Disciplinary Cases as appointed by the Student Affairs Committee (SAC) for deliberation and more stringent disciplinary action would be taken.
- iii) the Director of Student Affairs will notify the Academic Registrar/Dean of Graduate School, in writing, of the action meted out. The Academic Registrar/Dean of Graduate School reserves the right to re-open the case, if necessary.
- iv) the Academic Registrar/Dean of Graduate School will inform the QAC\*\*.
- v) the QAC will report the case to the Senate.

**Appeal:** The student may submit an appeal to the Department/Programme and the normal appeal procedures established by the University will be followed. Further appeal actions should be directed to the Academic Registrar/Dean of Graduate School. For more serious cases, the appeal should be directed to the Academic Registrar/Dean of Graduate School who will appoint an independent appeal panel to review the case. The decision of the appeal panel shall be final.

**Note:** \*Any student found to have conducted academic dishonesty can be excluded from participating in the end-of-semester Teaching Evaluation (TE) for the course concerned. The Department/Programme should inform the Academic

Registry/Graduate School, in writing, of this request at least 1 week before the commencement of the TE exercise.

\*\* The cases of academic dishonesty arising from sub-degree programmes bearing HKBU awards (i.e. associate degrees and higher diplomas) are required to be reported to the QAC via the Quality Assurance Sub-Committee on Self-Financed Sub-Degree Programmes (QASC).

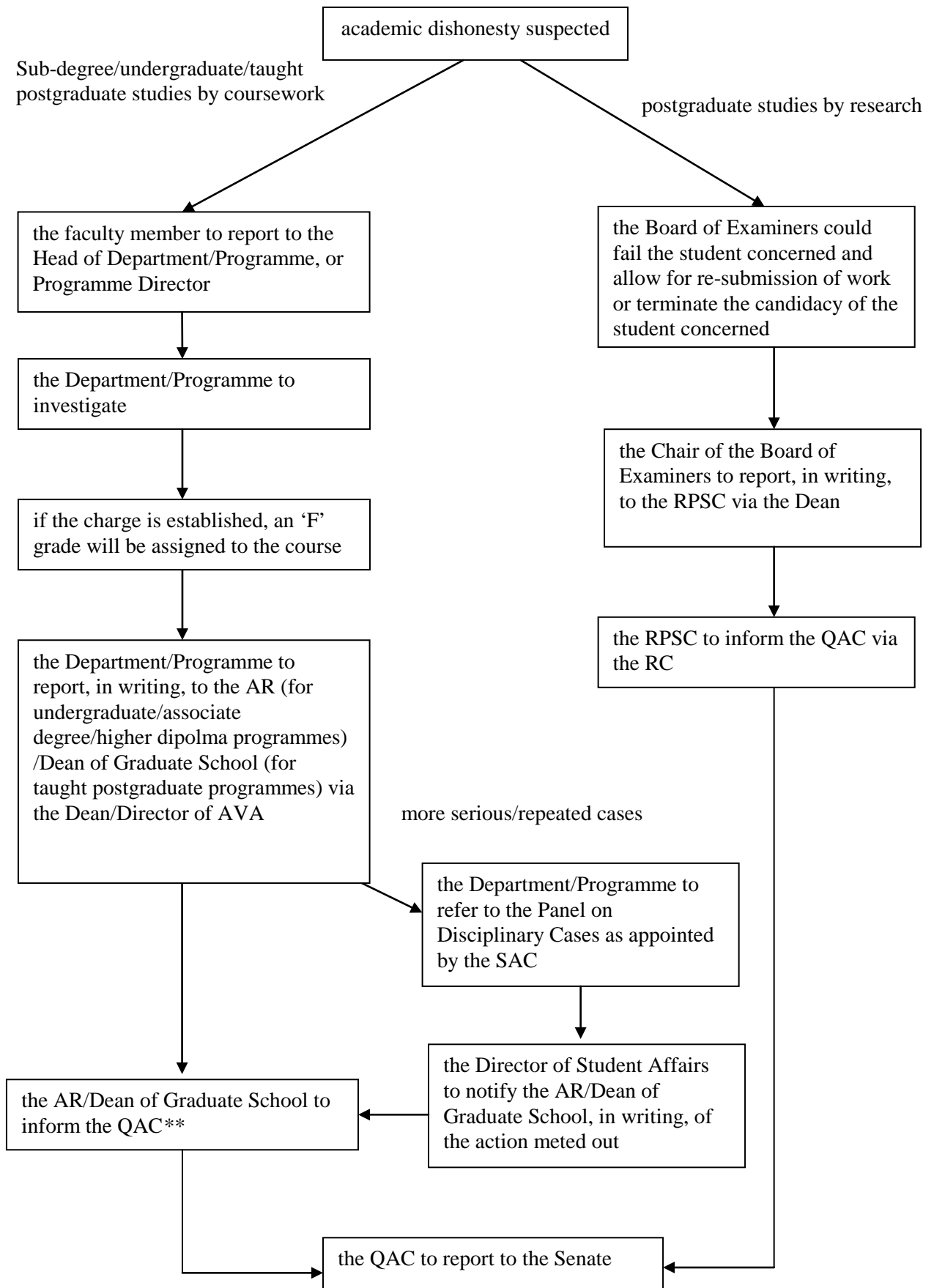
### **Postgraduate Studies by Research**

If academic dishonesty is found in the submission of a thesis/dissertation:

- i) the Board of Examiners could fail the student concerned and allow for re-submission of work or terminate the candidacy of the student concerned.
- ii) the Chair of the Board of Examiners will report the case, in writing, to the Research Postgraduate Studies Committee (RPSC) via the Dean of Faculty/School or Director of Academy of Visual Arts.
- iii) the RPSC will inform the QAC via the Research Committee (RC).
- iv) the QAC will report the case to the Senate.

Appeal: The appeal should be directed to the Dean of Graduate School, within 5-7 days, and an independent panel will be convened to review the case. The decision of the appeal panel shall be final.

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\*\* The cases of *academic dishonesty* arising from *sub-degree* programmes bearing HKBU awards (i.e. associate degrees and higher diplomas) are required to be reported to the QAC via the QASC.