

Guidelines on Academic Integrity for Students

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Section 1. Introduction

HKBU aims at developing all aspects of the Whole Person through education. Our students are expected to not only learn well and excel in their studies, but also become responsible global citizens of the 21st century. The first [Graduate Attribute \(GA\) of HKBU, Citizenship](#), refers to grooming our students to be “responsible citizens with an international outlook and a sense of ethics and civility” ([HKBU Centre for Holistic Teaching and Learning, 2021](#)). A high standard of academic integrity is therefore expected from both our staff and students in all areas of their academic work.

What is Academic Integrity?²

Academic integrity embraces the fundamental values of Honesty, Trust, Fairness, Respect, Responsibility, and Courage (adapted from [International Center for Academic Integrity, 2021](#)).

Honesty	Being truthful about the work, ideas and opinions that you borrow
Trust	Building a community where you treat everyone with respect and fairness
Fairness	Doing your own work and taking words or ideas from their rightful owners or any sources and presenting them as if they were your own
Respect	Valuing diverse opinions and acknowledging the ideas you borrow through proper citation
Responsibility	Upholding academic integrity standards and holding yourselves accountable for your own work and actions
Courage	Exercising courage to resist the temptation to plagiarise

On the contrary, academic misconduct involves:

“all actions which contravene academic integrity. These include breaches of examination regulations, cheating, plagiarism, impersonation, purchase of examination materials, data falsification and other acts which dishonestly use information to gain academic credit” ([National Academic Integrity Network, 2021, p.10](#)).

Students' Responsibilities

HKBU emphasises the importance of academic integrity in students' whole person development and future careers. Students are therefore expected to uphold academic integrity at all times.

The consequences of cheating in examinations*, plagiarism, and other forms of academic dishonesty include reduced or failure grades, suspension of study, or even academic dismissal.

It is students' responsibility to:

- understand what academic integrity is and take diligent care to avoid dishonest behaviors and/or actions;
- ensure that the material(s) submitted for assessment is/are their own work and present their findings or data in an honest manner;
- properly cite or reference the sources of their work; and
- seek advice, clarifications, or assistance from their instructors when in doubt.

Examples of Academic Dishonesty

Collusion involves:

- jointly producing an assignment by two or more students and presenting it as your own work;
- lending your work to (an)other student(s); or
- allowing (an)other student(s) to copy your work.

Ghost writing involves:

- having someone do the work (partially or in full) on your behalf.

Essay and paper mills involve:

- purchasing or downloading ready-made/machine-generated assignments from websites/online platforms that sell and compile assignments.

Research fraud involves:

- intentionally distorting the research process by, for instance, fabricating, falsifying, or misrepresenting research data or methods.

***Breaches of examination regulations** and **Cheating in examinations**

(Please refer to Section 5 Examination Regulations of the General Regulations for Undergraduate Degree Programmes/ Section 6 Examination Regulations of the General Regulations for Professional Doctorate Degree/ Taught Postgraduate Degree/ Diploma/ Certificate Programmes for the handling and penalty for such cases. The exam regulations also apply to taught courses for research postgraduate studies.)

Section 2. Plagiarism

What is Plagiarism?

Plagiarism is the most common form of academic dishonesty. It means taking words or ideas from their rightful owners or any sources, and presenting them as if they were their own (adapted from *Hung, 1999*).

Examples of Plagiarism

Verbatim copying (also known as **direct copying** or **uncited quote**) involves:

- copying the ideas, exact words, sentences, paragraphs, codes, designs, or audiovisual elements of a written piece, artwork, website, or social media channel without acknowledging the source.

Self-plagiarism (also known as **recycling** or **multiple submissions**) involves:

- reproducing without acknowledging the ideas, words, data, codes, designs, audiovisual elements, or other materials that you have previously submitted for assessment or publication; or
- submitting the same or similar work for the same and/or different courses as if it was a new submission.

Translation plagiarism involves:

- translating texts, codes, lyrics, audiovisual elements, etc. from one language to another without acknowledging the source.

Uncited paraphrasing involves:

- rephrasing someone else's ideas without acknowledging the source.

Mosaic copying (also known as **scaffolding**) involves:

- mixing ideas, words, data, codes, designs, audiovisual elements, etc. of the original source with your own without acknowledging the source.

Improper use of Generative AI involves:

- copying from an output, text or non-text, generated by AI without acknowledging such use.

Avoiding Plagiarism

Basic principles

1. You can look up ideas, arguments, facts and statistics, images, videos, etc. from a wide range of sources such as books, journals, reports, monographs, newspapers, magazines, websites, social media for your work including review essays, term papers, group projects, take-home examination, and theses.
2. If you use ideas, words, data, images, videos, observations, and any forms of creative work which belong to someone else or are available at any sources and are not part of common knowledge, you have to indicate the sources (who, which and when) in the body of your work and give the full citation (who, which, when and where) in the bibliography, footnotes, or endnotes.

Providing citations

Whenever you incorporate or translate information from one or more sources in your work, you must properly cite the source(s) in the body of your work and provide the full citation details in the bibliography or reference list at the end of your work (or in footnotes/endnotes, depending on the citation styles).

Citations must be provided when you:

- reference information from various resources and piece them together to produce your own work;
- paraphrase or translate either a small or a substantial portion of a text from one or more sources; and
- reproduce specific words or phrases in a direct quotation.

Paraphrasing properly

When paraphrasing ideas from someone else or any sources, you must capture the essence and retain the meaning of the original information in your own words.

Using quotation marks in direct quotes

Quotation marks must be used when you reproduce word-for-word either a small or substantial portion of a text taken directly from a source as a quote. Direct quotes should be used sparingly and if paraphrasing fails to retain the original meaning.

For more information on when to use direct quotes, please visit:

- <https://apastyle.apa.org/style-grammar-guidelines/citations/quotations>
- <https://www.lib.sfu.ca/about/branches-depts/slc/writing/sources/quoting>

Section 3. Citing and Referencing

Citing and Referencing

Why do I cite?

Problems with plagiarism often arise because students do not know how to cite and reference their sources properly.

Citation is a basic and essential part of academic practice at university. By citing and referencing reliable sources of information in your work (e.g., written assignments, presentations, and projects), you:

- avoid plagiarism;
- add credibility to your own arguments and analyses;
- provide context for your readers;
- demonstrate your understanding of the topic by showing the depth and breadth of your research; and
- maintain your integrity as an educated individual.

How do I cite?

There are many citation or academic referencing styles, including common ones such as the American Psychological Association ([APA](#)) style, the Modern Language Association ([MLA](#)) style, and the [Chicago](#) style.

Consult your teachers on the style which is appropriate for your coursework and research.

Whichever style you use, when citing a source:

- indicate within your text the source of information that is being cited; and
- provide full details of the source in a reference list or bibliography.

Where can I get help with citation and referencing

You are advised to:

- consult your teachers on the academic conventions of your discipline;
- check the [University Library's online guides](#) for major citation styles (advice on citing Chinese-language sources is also available);
- ask the librarians for advice on all aspects of citation and referencing, including:
 - citing non-traditional sources (e.g., images, YouTube videos, social media posts);
 - citing a secondary source; and
 - using specialised software available from the Library to help manage your citations and references efficiently.

To submit a question online or make an appointment with a librarian, go to the [Library website](#) and look for the "[Ask a Librarian](#)" button.

Section 4. Resources and Support

HKBU offers a range of learning support resources on academic integrity.

Workshops and Tutorials

Academic Integrity Online Tutorial (AIOT)

This is an introduction to academic integrity aiming to increase students' awareness of related issues. All [undergraduate](#) and [taught postgraduate](#) students (except those in Professional Doctorate programmes) are required to complete the AIOT. Click [here](#) for a step-by-step guide to the AIOT.

Responsible Conduct of Research Basic Modules (MCCP6150)

This is a mandatory online course that familiarizes students in Research Postgraduate Degree and Professional Doctorate Programmes with the core values, best practices, and principles of responsible conduct of research. It aims to raise awareness of the importance of research integrity and to enhance the quality of research ethics training of the University.

University Life Orientation Workshop 2 (UOW 2): Insight into HKBU's 7 Graduate Attributes

This Workshop employs augmented reality and mobile technologies to motivate students to learn about academic integrity and ethics, internalize key concepts, and apply them in everyday settings. All undergraduate students are required to complete this Workshop before graduation (under [University Life](#) programme).

Additional Support Resources

Academic Advising

All undergraduate students are welcome to seek advice and guidance on their academic endeavors, such as developing effective study skills and understanding academic policies and regulations. Please click [here](#) for details.

Language Enhancement Services

The Language Centre offers individualised writing support and assistance on paraphrasing and documenting your sources.

Psychological Counselling Services

The [Counselling and Development Centre](#) of the Office of Student Affairs provides counselling support on managing stress, anxiety and academic planning.

Software

Plagiarism detection software such as [Turnitin](#) and [iThenticate](#) checks how much your submitted work is similar to other similar texts in its database. You may also use [EndNote 21](#) to organise cited sources of your work. Check with your course instructors if there are any special requirements on the plagiarism detection software to be used before submitting your work.

Section 5. Disciplinary Actions

Consequences of Violating Academic Integrity

Disciplinary Actions

Any student who commits an act of academic dishonesty would have violated academic integrity and would be subject to academic disciplinary actions. Please refer to the *Procedures Governing the Handling of Academic Integrity Cases of Students and Past Students*.

The gist of these penalties is as follows:

Sub-degree/Undergraduate/Taught Postgraduate Studies by Coursework and Coursework in Research Postgraduate Studies

1. If academic dishonesty is found in course-based assessment, an "F" grade may be assigned to the course.
2. For more serious or repeated cases, more stringent disciplinary action may be taken by the Student Disciplinary Panel (SDP) in addition to assigning an "F" grade for the course, upon the referral of the case to the SDP.

Research Postgraduate Studies and Thesis Stage for Professional Doctoral Studies

If academic dishonesty is found in the process of qualifying examination, candidature examination, or in the submission of a research prospectus/thesis/dissertation, the Exam Panel or Board of Examiners will levy a sanction as they deem appropriate, such as to fail the exam or terminate the candidacy of the student concerned. The Panel may allow re-submission of work. More serious or repeated cases should be referred to the SDP.

Legal Consequences

In some cases, plagiarism may constitute violations of laws protecting intellectual property, leading to legal consequences.

References:

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