

## Procedures Governing the Handling of Academic Integrity Cases of Past Students<sup>1</sup>

Academic dishonesty suspected	
Department/Programme concerned to investigate the case and submit a full report on the alleged misconduct to the P/VC via the Faculties/Schools Dean and the VPTL (for taught programmes)/VPRD (for research programmes)	
P/VC considers the report and decides whether further action is required	
No further action is required: Case closed	Further action is required: An Inquiry Panel, comprising the VPTL (for taught programmes)/VPRD (for research programmes) (as the Chairman), the Dean of the Faculties/Schools concerned, one senior academic from the Department/Programme concerned and two senior academics from a different Faculties/Schools, will be appointed to conduct the formal inquiry.
Inquiry Panel considers and decides the case	
Charge not established: ➤ Submit report to the P/VC ➤ Case closed	Charge established: ➤ Decide on/Recommend the sanction(s) to be imposed ➤ Inform the past student, in writing, of the decision and/or the recommended sanction(s)
No appeal: Case closed	Past student may lodge an appeal in writing to the P/VC against the decision/recommendation made by the Inquiry Panel to the P/VC within seven working days from the date of notification of the decision/recommendation
P/VC reviews the grounds of the appeal and decides whether the appeal should be entertained	
Appeal not entertained: ➤ Recommendation of the Inquiry Panel upheld	Appeal accepted to be heard: An Ad Hoc Appeal Panel, comprising the Provost (as the Chairman), three senior academics from different Faculties/Schools who have not handled the case before, the Academic Registrar/Executive Associate Dean of GS/Associate Dean of SCE, appointed to hear and decide on the appeal and the sanction(s) to be imposed. The Ad Hoc Appeal Panel shall inform the past student in writing within seven working days of its decision/recommendation.
Sanction not involving revocation of sub-degree(s)/degree(s) previously awarded by the University: ➤ Decision of the Ad Hoc Appeal Panel is final and shall not be subject to any further appeal	If Appeal Panel recommends revocation of sub-degree(s)/degree(s) previously awarded by the University: Submit the recommendation to the Senate and Council for approval
Recommendation approved by the Senate and Council: ➤ Decision of the Senate and Council is final and shall not be subject to any further appeal ➤ AR/GS/Registry of the SCE informs the past student, in writing, of the decision of the Senate and Council	

<sup>1</sup> These procedures only apply to academic integrity cases of past students concerning their studies at the University.

## Procedures for Inquiry Panel and Ad Hoc Appeal Panel Hearings

### **1. Notice of Hearing**

- 1.1 When an Inquiry Panel or Ad Hoc Appeal Panel (“Panel”) is appointed to handle an allegation of academic dishonesty concerning a past student, a Notice of Hearing containing the following information shall be sent to the accused past student:
- a. details of the specific charge being brought against the past student;
  - b. date, time, and place of the hearing provided that the date of hearing shall not fall within fourteen (14) working days of the Notice of Hearing.

### **2. Hearing**

- 2.1 Hearings shall be conducted behind closed doors. Only the following individuals will be allowed into the hearing room:
- a. Members and Secretary of the Panel;
  - b. the accused past student;
  - c. the complainant and/or any persons who are invited by the Panel to provide information/evidence for the case.
- 2.2 The Chairperson of the Panel shall have discretion on whether the identity of any person concerned shall be kept anonymous in any agenda documents, reports, and evidence as well as during the hearings and meetings. The Chairperson shall have the discretion to prescribe the manner under which the past student, the complainant and/or any invited persons shall participate in the works of the Panel.
- 2.3 The Panel is not a court of law and a hearing of the Panel shall be conducted in an informal manner. The strict rules of procedure and evidence of a court of law shall not apply. The Panel may receive any evidence which is considered relevant and attach such weight to the evidence as the Panel considers appropriate. A hearing will follow the sequence below. However, at the sole discretion of the Chairperson, changes may be made to accommodate unusual circumstances.
- 2.4 If the complainant or the accused past student wishes to submit written evidence or have witnesses who would provide evidence during the hearing, he or she shall submit to the Secretary of the Panel such written evidence or a list of such witnesses as soon as possible after receiving the Notice of Hearing and at least three (3) working days before the hearing.
- 2.5 The accused past student may choose whether or not to attend the hearing before the Panel. If the accused past student does not attend the hearing, the hearing may proceed in his or her absence and such absence shall not invalidate the hearing or the decision of the Panel.
- 2.6 If the accused past student attends the hearing, the Chairperson will read the charge to the accused past student and ask for an admission or denial thereto. If the past student admits

the charge, the hearing will be terminated and the Panel shall proceed to the executive session. If the past student denies the charge, the hearing will continue and the Panel shall determine whether the charge is proved and if so, the sanction.

- 2.7 The complainant and/or other persons may be invited to attend the hearing to present information related to the charge if deemed necessary.
- 2.8 The Chairperson may guide the members to exclude irrelevant, immaterial, and unduly repetitious evidence.

### **3. Executive Session**

- 3.1 The Panel will then enter into an executive session in private to determine whether the charge is proved. The accused past student, complainant, and/or other invited persons shall be excused.
- 3.2 The civil standard of proof of preponderance of probability shall be adopted. The more serious the act or omission alleged under the charge, the more compelling must be the evidence need to prove it on a preponderance of probability.
- 3.3 A quorum consists of three members of the Panel. Decision of the Panel shall be made by a majority of the members present. In the event of equality of votes, a verdict of not guilty shall be recorded.
- 3.4 If the accused past student is found guilty of the charge, the Panel shall decide the sanction to be imposed.
- 3.5 Upon conclusion of a hearing, members of the Panel shall return to the Secretary of the Panel all documents pertaining to the matter, including but not limited to the following: agenda, agenda documents, incident reports, police reports, written statements, memoranda, declarations, objects, any other materials submitted by the complainant or the accused past student, as well as any personal notes taken during the meeting.
- 3.6 The Panel shall send a written notification to the accused past student within fourteen (14) working days after the conclusion of the proceedings of the Panel, stating the findings of the Panel and decisions/recommendations on the sanction(s), if any.
- 3.7 If the Panel recommends revocation of one or more of the sub-degree(s)/degree(s) previously awarded by the University to the past student as the sanction, the recommendation shall be subject to the approval of the Senate and Council and the past student shall be informed accordingly.