

HONG KONG SHUE YAN UNIVERSITY
PLAGIARISM & ACADEMIC MISCONDUCT POLICY

OBJECT

The object of the Plagiarism and Academic Misconduct Policy is to promote an educational environment where academic honesty and fairness are valued as promoting personal integrity and maintaining the academic standards of the University.

DEFINITIONS

‘Academic misconduct’ in relation to academic work means any form of cheating or dishonest conduct, including plagiarism and assisting another person to engage in academic misconduct.

‘Plagiarism’ means, in relation to work submitted for assessment, the unacknowledged use by a person of the ideas and materials of others in such a manner as to objectively convey the impression that those ideas and materials are his or her own.

TRAINING PROGRAMMES

Workshops will be conducted or prescribed by the University in order to promote a consistent understanding of this Policy and issues involving plagiarism and academic misconduct.

It is the responsibility of all staff members to provide appropriate instruction and guidance to students in relation to plagiarism issues, including the methods of referencing appropriate to the discipline in question.

General guidance in relation to plagiarism, with reference to examples, will be made available on the University’s plagiarism web page.

COVER SHEETS

For all assessable work other than examinations, students are required to attach a cover sheet to the front of the work. The cover sheet will be in a format determined by the University and, in addition to details as to student name(s) and number(s) and course name and number, will include a signed certification by the student(s) to the following effect:

I/we certify that the material now submitted is entirely my/our own work and I/we have cited all sources used and have faithfully indicated their origin.

DISCIPLINARY PROCEDURES

- 1 Where there is an allegation of academic misconduct, the matter may be considered and determined by the course examiner responsible for the work in question, the Board of Examiners, the Head of Department responsible for the course in question acting as Chair of the Board of Examiners, or the Student Disciplinary Committee; subject to the qualification that the penalties that can be imposed by those individuals or those bodies are as set out in paragraph 4. Where the Head of Department considers that the matter is sufficiently serious, he or she may refer the allegation to the Dean of Studies for consideration by the Student Disciplinary Committee.
- 2 The student shall be given a reasonable opportunity to respond to an allegation of academic misconduct before any determination is made or penalty imposed.
- 3 Penalties for academic misconduct:
 - (i) A reprimand and warning.
 - (ii) A requirement to resubmit the work in question [no more than a minimum pass can be given for any resubmitted work].
 - (iii) Marks deducted or no marks given for the work in question.
 - (iv) A fail grade entered for the course involving the work in question.
 - (v) Suspension of the student from the University for a specified period.
 - (vi) Expulsion of the student from the University.
 - (vii) Non-award of the degree for which the student has been studying.
- 4 Where the responsible individual or body is satisfied that academic misconduct has been established, the following penalties can be imposed:
 - (a) By the course examiner, the penalties at paragraphs 3(i) to (iii).
 - (b) By a Board of Examiners or the Head of Department acting as Chair of the Board of Examiners, the penalties at paragraphs 3(i) to (iv).
 - (c) By the Student Disciplinary Committee, the penalties at paragraphs 3(i) to (vii).
- 5 The student will be advised of any determination made and has a right of appeal against a finding of academic misconduct or any penalty imposed, as follows:
 - (a) Where the determination is made by the course examiner, to the Board of Examiners or the Head of Department acting as Chair of the Board of Examiners, save that where the Head of Department is the course examiner then to either the Academic Vice President or the Board of Examiners. The Academic Vice President may impose the same penalties as the Board of Examiners.
 - (b) Where the determination is made by the Board of Examiners, or the Head of Department acting as Chair of the Board of Examiners, to an Appeal Panel in accordance with the provisions of Academic Regulations XIV.

- (c) Where the determination is made by the Student Disciplinary Committee, to the Vice-President.
- 6 Subject to the limitations referred to in paragraph 4, where a finding of academic misconduct is upheld on appeal, the penalty can be varied at the discretion of the individual or body conducting the appeal.
- 7 Any finding of academic misconduct, and all relevant details, will be reported to the Head of Department and copied to the responsible administrative officer for recording on the file of the student in question. All penalties imposed by or on behalf of the Board of Examiners will be recorded in the minutes.

Approved by the
Academic Board
26 June 2008