

10. Academic Honesty and Disciplinary Action

10.1 Academic honesty

The University places utmost importance on honesty in academic work and intellectual property, and adopts a policy of zero tolerance on cheating in examinations, plagiarism and infringement of intellectual property. Any related offence will lead to disciplinary actions including termination of studies or employment. As such, the University has prepared *Honesty in Academic Work: A Guide for Students and Teachers* which is available at www.cuhk.edu.hk/policy/academichonesty/.

The content of the *Guide* is listed below for easy reference:

- Section 1: What is plagiarism
- Section 2: Proper use of source material
- Section 3: Citation styles
- Section 4: Plagiarism and copyright infringement
- Section 5: CUHK regulations on honesty in academic work
- Section 6: CUHK disciplinary guidelines and procedures
- Section 7: Guide for teachers and departments in handling cases of academic dishonesty
- Section 8: Recommended statement to be included in course outlines
- Section 9: Electronic submission of assignments via VeriGuide
- Section 10: Declaration to be attached to assignments

CLEAR has prepared a video (English/Cantonese/Putonghua versions) regarding honesty in academic work (www.cuhk.edu.hk/clear/tnl/acad_honesty.html). Students are strongly encouraged to watch the video so as to have a full understanding of the issue.

10.2 Infringement of copyright

The law protects creators of original works such as books, newspapers, computer programmes, photographs, films, sound recordings and broadcasts. The creators hold the exclusive right to use or authorise others to use their work – including reproduction, public performance and broadcasting. The Copyright Ordinance provides certain limited exemptions for learning purposes. “Fair dealing” of a work for research or private study, criticism, review, news reporting, or for giving or receiving instruction in a specified course of study provided by an educational establishment is permitted. Copyright infringement is a serious offence and may lead to civil remedies or even criminal sanctions. For more information, please visit the University’s website at www.cuhk.edu.hk/policy/copyright.

Copyright infringement by the CUHK members, such as excessive downloading of electronic content, violates local laws and University license agreements and will lead to University disciplinary action. For details of the University’s policy on copyright and confidentiality of theses/portfolios, please refer to the *Postgraduate Student Handbook*.

10.3 Graduate School Disciplinary Committee

The University may take disciplinary action against a student, who violates any rule or regulation prescribed by the University authorities, and/or commits any misconduct such as plagiarism, wilful damage to any property of the University, fraud, theft, refusal to comply with regulations, offence of immoral nature, etc. Disciplinary actions may take the form of reprimand, suspension of rights, termination of studies, etc. The Graduate School Disciplinary Committee is a sub-committee of the Graduate Council to handle all non-academic disciplinary matters pertaining to postgraduate students and where appropriate, recommend penalties to be imposed.

Upon receipt of a case involving student discipline, the relevant Disciplinary Committee shall constitute a Disciplinary Panel to examine the case and recommend a course of action. The Senate Committee on Student Discipline has resolved that with effect from 2015-16, all disciplinary cases of an academic nature involving postgraduate students shall be handled by the Faculties that offer the courses concerned. The Graduate School Disciplinary Committee will handle non-academic disciplinary matters. The Panel of the Graduate School Disciplinary Committee normally consists of three members of the Committee who, wherever possible, shall not be from the same Faculty as that of the student who is the subject of the complaint.

The student concerned has the following rights:

- a) He/She is allowed to object to any member of the Disciplinary Panel formed for his/her case by giving reasons. The Chairperson of the Committee is the authority for ruling on such objections.
- b) He/She has the right to request a meeting with the Disciplinary Panel before a decision on his/her case is taken. He/She is also allowed to meet the Panel, as the case may be, with an accompanying person whose identity should be limited to: University staff member, fellow University students, parent, sibling, spouse or registered guardian.
- c) He/She has the right to appeal against the verdict and/or penalty passed by the Panel in writing by giving reasons. The matter will then be referred to the Senate Committee on Student Discipline. Late requests for appeals are not accepted.

Details on the workflow on handling discipline cases by the Graduate School Disciplinary Committee can be found at www.cuhk.edu.hk/gss/Student_Staff/GSDCworkflow.pdf.