

# UOW College Hong Kong

## Academic Integrity Policy

Version 2.0	Date approved: 29 June 2022	Date of effect: September 2022	Date of next review: March 2025
Approved by:	Academic Board		
Author:	Academic Registrar		
Custodian unit	College Academic Conduct Committee		
Supporting documents, procedures and forms:	<ul style="list-style-type: none"> <li>• Principles and Policies on Assessment for AD and HD / Degree Programmes</li> <li>• Guidelines on Administration of Assessment and Examination</li> <li>• Course outline checklist</li> <li>• Code of Student Conduct and Disciplinary Procedure</li> <li>• Privacy Policy</li> <li>• Code of Practice on Personal Data (Privacy) Issues</li> </ul>		

### Purpose of Policy

1. This policy sets out the College's commitment to academic integrity:
  - a. reflecting that academic integrity is a shared responsibility across the College;
  - b. outlining the roles and responsibilities of the College, faculties, staff and students in promoting and upholding academic integrity; and
  - c. responding to academic misconduct in a fair, consistent, transparent and timely manner.

### Application & Scope

2. This policy applies to all students of UOW College Hong Kong including those students enrolled in programmes and courses delivered in collaboration with a partner institution both onshore and offshore.
3. This policy applies to all assessment-related activities, including but not limited to examinations, tests, written assignments, presentations and participation.
4. This policy does not apply to the staff of the College, who are governed by separate policies.

## Principles

5. Academic integrity is central to the conduct of academic work. Students are expected to present their own work, give proper acknowledgement of other's work, and honestly report findings obtained.
6. The College adopts an educational approach to cultivate academic integrity, recognising that students need to be supported to develop and demonstrate the attributes.
7. Academic misconduct is regarded as a very serious offence in College. Any related offence will lead to disciplinary action with a penalty including expulsion from College and debarment from re-admission.
8. The College responds to academic misconduct in a fair, consistent, transparent and timely manner.

## Responsibilities

9. The **Academic board** approves the *Academic Integrity Policy* to regulate student academic integrity matters and adjudicate student academic misconduct cases.
10. The **Faculty Academic Conduct Committee** is responsible for exercising summary jurisdiction and imposing penalties in respect of violations of the *Academic Integrity Policy* by students when such violations are referred to by the Dean/ Associate Dean of a faculty as appropriate.
11. The **College Academic Conduct Committee** under the Academic Board determines and keeps under review the *Academic Integrity Policy*.
12. The **Academic Conduct Appeals Panel** deals with appeals from students in accordance with the *Academic Integrity Policy*.
13. All **students** should be familiar with the principles of academic integrity both generally and for their discipline or programme of study and act in accordance with the principles of academic integrity in their learning.
14. All **students and staff** have the responsibility to report academic misconduct cases to the course examiner or an examination invigilator to uphold academic integrity and fairness.
15. **Course examiners** are required to report any suspected incidents of academic misconduct in the course, if supported by clear evidence, to the Dean/ Associate Dean of the course-offering faculty.
16. The **Academic Registry** is responsible for receiving reports of academic misconduct cases during examinations and relaying them to faculties,

maintaining records of alleged academic misconduct cases and the outcomes of investigations, and updating student records upon decisions made by Faculty Academic Conduct Committees and the Academic Conduct Appeals Panel.

17. The **Faculty Office** is responsible for maintaining full records of academic misconduct cases within the faculty.

### **Academic Integrity**

18. Academic integrity involves upholding ethical standards in all aspects of academic work, including learning, teaching and research. It involves acting with the principles of honesty, fairness, trust and responsibility and requires respect for knowledge and its development.
19. The College promotes academic integrity by publishing the *Academic Integrity Policy* on the College website and stating the essentials of the *Policy* in programme handbooks and course outlines.
20. The College mandates the completion of the StartSmart program (which includes a module on academic integrity) by all new students.
21. All programmes offered by the College must integrate academic integrity instruction, support to develop good practices, and assessment of academic integrity within the context of the discipline.
22. Assessments must be designed to minimise the potential for academic misconduct by students.

### **Academic Misconduct**

23. Academic misconduct includes any action or attempted action by a student that may result in an unfair academic advantage for the student, or an unfair academic advantage or disadvantage for other students.
24. Academic misconduct includes, but is not limited to:
  - a. Cheating
    - i. Obtaining, or attempting to obtain or have access to test or examination papers before a test or an examination;
    - ii. Behaving deceitfully or dishonestly in examinations, in the preparation of assessable items or during in-class assessments;
    - iii. Using or possessing prohibited or unauthorized equipment, devices or material during a test or an examination;
    - iv. Sending, receiving or accessing or attempting to send, receive or access any information (in physical or digital format) during a test or an

examination unless approved by the staff-in-charge;

- v. Having an unauthorized third party present in the venue during an online assessment;
- vi. Deliberately exiting from an online assessment based on fabricated reasons in a bid to obtain supplementary assessment.

b. Contract Cheating

- i. Accessing, purchasing, exchanging or offering for purchase any item or service to be submitted as an assessment task;
- ii. Submitting all or part of work prepared by another person, either a student or a person who is not a member of the College, for an assessment task.

c. Collusion / Facilitating Academic Dishonesty

- i. Assisting another student, intentionally or recklessly, to commit an act of academic misconduct;
- ii. Unauthorised collaboration with other students on assessable work;
- iii. Uploading a copy of a course outline or other course materials to a website or server without the express permission of the College, for any reason other than personal use (permission should be sought from the Course Examiner for course materials or the Academic Registry for all other material);
- iv. Removing or attempting to remove from the examination venue any question or answer paper, other paper provided for use by the student during the course of the examination, or other material which is the property of the College, unless authorised by the staff-in-charge.

d. Fraud

- i. Impersonating another student, or a student allowing another individual to impersonate him/her, for the purpose of completing an examination, assessment task or online activity;
- ii. Use of fraudulent documents and/or information to gain advantage for any academic work, e.g. submission of a fraudulent medical certificate to request for a make-up examination.

e. Misrepresentation / Fabrication

- i. Submitting a piece of work, including an assessable group work item, with the intention of deceiving the assessor regarding individual contributions to the work;
- ii. Intentional and unauthorised falsification or invention of any information, experimental data or citation in an assessable item;

- iii. Misleading ascription of authorship (including claiming authorship of parts of a group assignment prepared by other students);
  - iv. Representing data or information incorrectly, improperly or falsely;
  - v. Falsely indicating participation, or recording attendance on behalf of another student, in an activity where attendance is required for assessment purposes;
  - vi. Submitting a text/code-matching software originality report that falsely represents the originality of an assignment submitted for assessment.
- f. Nuisance / Obstruction / Interference
- i. Not following the instruction of the staff-in-charge during assessment;
  - ii. Behaving in any way that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.
- g. Plagiarism
- i. Using another person's ideas, designs, words or any other work without appropriate acknowledgement;
  - ii. Re-using one's own work for assessment without appropriate acknowledgement.

### **Procedures for Handling Academic Misconduct**

25. For academic misconduct occurring during examinations, the Chief Invigilator shall report the case to the Academic Registry using the appropriate form. The Academic Registry will refer the case to the Dean/ Associate Dean of the course-offering faculty who shall examine the case, collect all related evidences and submit the case to the Faculty Academic Conduct Committee for consideration.
26. For other cases, the following procedures will be adopted:
- a. The Dean/ Associate Dean of the course-offering faculty, when being alerted that there is an alleged case of academic misconduct, should investigate the matter and gather all related evidences. The Dean/ Associate Dean of the course-offering faculty will then examine the case and determine whether there is *prima facie* evidence of academic misconduct. In doing so, the Dean/ Associate Dean of the course-offering faculty may interview the concerned student to collect more information as he/she deems necessary.
  - b. Should the Dean/ Associate Dean of the course-offering faculty determine that there is *prima facie* evidence of academic misconduct, the case will be referred to the Faculty Academic Conduct Committee for a hearing. Otherwise, the case will be dismissed and a brief report be sent to the Faculty Office for record.

- c. Upon receiving a referral under Clause 26b above, the Secretary to the Faculty Academic Conduct Committee shall write to the student concerned informing him/her of the allegation within ten working days. The student will be required to submit his/her written explanation within five working days. A meeting to interview the student and consider the case shall be held within 15 working days from the expiration of the time limit for the student to submit his/her written explanation. During the interview, the student may be accompanied by a member of the College (staff/student) who is not involved in the case, provided that the Committee is being informed of the companion's name at least three working days before the meeting.
  - d. The Faculty Academic Conduct Committee shall regulate its own proceedings in the consideration of the case and may call before it such persons as it deems necessary.
  - e. A student may admit the charge, or any part of it, at any stage of the proceedings.
  - f. If a student does not show up in the meeting, the Faculty Academic Conduct Committee will consider the allegation in the absence of the student.
27. If the Faculty Academic Conduct Committee determines against the student, it may impose penalties on the student according to Clause 30.
28. The student will be informed of the decision of the Faculty Academic Conduct Committee in writing within 10 working days from the conclusion of the meeting of the Faculty Academic Conduct Committee and the case will be reported to the Academic Registry for updating of student records.
29. The Faculty Academic Conduct Committee may also advise the student to seek counsel from a counsellor.

**Penalties**

30. If the charge of academic dishonesty is substantiated, the Faculty Academic Conduct Committee shall ordinarily impose the penalties according to the table below:

(a) First offence, excluding those misconducts listed under Clauses 24 a(i), b(i), b(ii), d(i), d(ii), e(iii), f(i) and f(ii)	i. A written warning; and ii. A zero mark for the concerned component of the course, with the possibility of resulting in a lower grade or an F grade for the concerned course.
---	--

<p>(b) Second or further offence, or first offence from those listed under Clauses 24 a(i), b(i), b(ii), d(i), d(ii), e(iii), f(i) and f(ii)</p>	<p>i. A written warning; and  ii. An F grade for the concerned course and, depending on the seriousness of the offence, a more severe penalty listed under Clause 31.</p>
--	---

31. The Faculty Academic Conduct Committee may also impose the following penalties with the endorsement of the Vice President (Academic) before informing the student of the penalties:
- a. withholding a student's eligibility for a scholarship, prize, financial award, the President or the Dean's List, or representing the College in external activities such as exchange programme or internship for a specified period of time;
  - b. suspension of studies for a specified period of time;
  - c. withholding an academic award for a specified period of time;
  - d. expulsion from the College together with a specified period of time that the student may not be re-admitted to any programme of studies; and
  - e. any other penalties suggested by the Faculty Academic Conduct Committee which are not covered under Clauses 30 and 31.

### **Appeal Procedures**

32. The student may appeal against the decision of the Faculty Academic Conduct Committee by writing to the Chair of the College Academic Conduct Committee within ten working days from being informed of the decision made by the relevant authority.
33. The appeal will only be entertained if it relates to either:
- a. fresh evidence which for good reason had not been presented previously to the Faculty Academic Conduct Committee; or
  - b. a material irregularity of proceedings in the consideration of the matter by the Faculty Academic Conduct Committee; or
  - c. the penalty applied was unreasonable or excessive in light of new evidences presented to the Faculty Academic Conduct Committee, the findings of fact, or the circumstances of the student.
34. If the Chair decides that the appeal does not relate to any of the matters stated in Clause 33 above, he/she will dismiss the appeal and the original decision will stand. If the Chair decides that the appeal appears to relate to the

matters stated in Clause 33 above, he/she will convene a meeting of an Academic Conduct Appeals Panel to consider the appeal.

35. A decision on an appeal will normally be made within 22 working days from the date of receipt of the appeal under Clause 32 above and the decision of the Academic Conduct Appeals Panel on the appeal is final.

### **Record Keeping**

36. The Faculty Office keeps a full set of record of academic misconduct cases within the faculty in accordance with the *Privacy Policy* and *Personal Data (Privacy) Issues - Code of Practice*. The Dean reports the figures in its Annual Faculty Report to the Academic Board via the Validation and Monitoring Committee.
37. The Academic Registry establishes and maintains a centralised management system to keep secure and confidential records of cases of alleged academic misconduct and the outcomes of investigations.
38. The Academic Registry keeps a written confidential record of the proceedings of all cases of appeal and report to the Academic Board on an annual basis.

### **Version Control Table**

Version	Date Effective	Approved by	Amendment
1	April 2014	Academic Board	First version
2	September 2022	Academic Board	Retitled the document as <i>Academic Integrity Policy</i> , extended the scope to cover various aspects of academic misconduct and reformatted the document.

## **Faculty Academic Conduct Committee**

### **1. Term of Reference**

To exercise summary jurisdiction and impose penalties in respect of violations of the Academic Integrity Policy by students when such violations are referred to by the Dean/ Associate Dean of academic faculty as appropriate.

### **2. Constitution**

*Chair*                      Dean/ Associate Dean of Faculty

*Members*                (a) Two academic members within the Faculty appointed by the Dean/ Associate Dean of Faculty

                                  (b) One member outside the Faculty from the central pool of academic staff appointed by the Academic Conduct Committee

                                  (c) One of the student members in the Academic Board appointed by the Chair of Academic Board

*Secretary*                Administrative staff of the Faculty office

Note: The term of office of category (a) members are two years.

## **College Academic Conduct Committee**

### **1. Terms of Reference**

- 1.1 To advise the Academic Board on policies and procedures relating to academic integrity;
- 1.2 To determine and keep under review the Academic Integrity Policy;
- 1.3 To determine the procedures for dealing with violations of the Academic Integrity Policy, and the penalties relating thereto;
- 1.4 To appoint sub-committees, working parties and similar bodies for the purpose of discharging the duties of the Committee, and to approve the terms of reference and membership;
- 1.5 To maintain a central pool of academic staff for Faculty Academic Conduct Committees to co-op into their committee meetings to consider academic misconduct cases;
- 1.6 To report on its business to the Academic Board at such intervals as the Academic Board may decide.

### **2. Constitution**

*Chair* Vice President (Academic)

*Members* (a) Two members appointed by and from the Academic Board  
(b) Two students appointed by the Academic Board

*Secretary* To be appointed by Vice President (Academic)

*Notes:* (i) The term of office of category (a) members is two years.  
(ii) The term of office of student members is one year.

## **Academic Conduct Appeals Panel**

### **1. Term of Reference**

Reporting to the College Academic Conduct Committee, the Academic Conduct Appeals Panel will deal with appeals from students in accordance with the *Academic Integrity Policy*.

### **2. Constitution**

*Chair*                      Chair of the College Academic Conduct Committee or his/her delegate

*Members*                (a) Two academic staff appointed by the Chairman of Academic Board  
                                  (b) One student appointed by the Chairman of Academic Board

*Secretary*              To be appointed by Vice President (Academic)

Note:                      Members of the panel should not have any personal interest in the appeal.