

## UOW College Hong Kong

### Academic Integrity Policy

Version 4	Date approved: 14 May 2025	Date of effect: 14 May 2025	Date of next review: March 2028
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. This policy also applies to ex-students who were previously enrolled at the College, students on approved leave, and students suspended from their programme.
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. Plagiarism

- i. Using another person's ideas, designs, creative content, code, words or any other work without appropriate acknowledgement;
- ii. Submitting for assessment any part of one's own work previously submitted without appropriate acknowledgement or permission from the course examiner;
- iii. Using techniques to disguise plagiarised work.

b. Cheating in an Examination (including in-class test or quiz, whether in person or online)

- i. Communicating with or copying from another person(s) during an examination;
- ii. Using or possessing prohibited equipment or material during an examination;
- iii. Sending, receiving or accessing (or endeavouring to send, receive or access) any source of electronic information during the examination unless specified by the examiner;
- iv. Accessing or obtaining an advance copy of an examination paper unless otherwise authorised;
- v. Any other breach of examination conditions as set out in the relevant assessment instructions, course outline and/or examination rules and procedures.

c. Contract Cheating

- i. Getting someone else to complete part or the whole of an assessment task for you. This may involve outsourcing to a commercial provider, current or former student, family member or acquaintance. It may or may not involve the exchange of value (e.g., money);

- ii. Organising another person to take an examination on the student's behalf.
- d. 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. Unauthorised file sharing including uploading or posting a copy of a course outline, assessment task (including student response), examination item or any other course materials to a website or server without express permission of the College, for any other reason than personal use. Permission should be sought from the course examiner for course materials;
  - iv. Removing or endeavouring to remove from the examination session any question or answer paper, other than 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 examination supervisor and examiner. In the case of online examinations, copying, recording, downloading, using screenshot functionality or photographing examination questions or materials, without examiner authorisation.
- e. Misrepresentation / Fabrication
  - i. Falsifying or intentionally misrepresenting data, images or information in an assessment task;
  - ii. Citing references to non-existent or incorrect sources;
  - iii. Making an untrue statement about attendance or participation in an activity required for assessment purposes (including a professional learning placement).
- f. Misuse use of Generative Artificial Intelligence Technology
  - i. Using work (e.g. assignment, essay, exam paper, research paper, creative project, data) generated by an unauthorised artificial intelligence (AI) tool in an assessment without permission from the course examiner;
  - ii. Using work generated by an artificial intelligence (AI) tool in an assessment where this is permitted, but without appropriate acknowledgement.
- g. Academic Fraud – Seeking an unfair academic advantage through submission of fraudulent documentation (including but not limited to medical certificates) to support a student academic consideration request. Students who falsify

documents of this kind may be committing a criminal offence and the matter may be referred to the Police.

- h. Any other 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.

## **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 b(iv), c(i), c(ii) and g	<ul style="list-style-type: none"><li>i. A written warning; and</li><li>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.</li></ul>
(b) Second or further offence, or first offence from those listed under Clauses 24 b(iv), c(i), c(ii) and g.	<ul style="list-style-type: none"><li>i. A written warning; and An F grade for the concerned course and, depending on the seriousness of the offence, a more severe penalty listed under Clause 31.</li></ul>

- 31. The Faculty Academic Conduct Committee may also impose the following penalties with the endorsement of the Vice President 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;
- e) lowering the award classification or revoking the academic award of the ex-student; and
- f) 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.
3	October 2023	Academic Board	<ul style="list-style-type: none"><li>• Minor revision to Clause 24.g to re-define “Plagiarism” regarding the use of AI tools</li><li>• Updating the title name of Vice- President (in Clause 31, and committee/panel constitution in Appendices 2 and 3) to reflect recent organizational changes</li></ul>
4	May 2025	Academic Board	Revisions were made to Clauses 2 and 24 to align with the University of Wollongong's Policy on Academic Integrity, which was updated in August 2024. Clause 30 has been amended to reflect the changes in Clause 24.

## **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	<ul style="list-style-type: none"><li>a) Two academic members within the Faculty appointed by the Dean/Associate Dean of Faculty</li><li>b) One member outside the Faculty from the central pool of academic staff appointed by the Academic Conduct Committee</li><li>c) One of the student members in the Academic Board appointed by the Chair of Academic Board</li></ul>
Secretary	Administrative staff of the Faculty office

Note: The term of office of category (a) members is 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
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

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

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