

Revisions to the Penalty Guidelines of the *Procedures for Handling Cases of Academic Dishonesty*
(to be implemented w.e.f. 2020-21)

	Offence	Minimum Penalties
(i)	Plagiarism	<p><u>First offence</u></p> <p>(i) one demerit; (ii) a mark of zero for that component of the course; and (iii) completion of relevant training in academic honesty.</p> <p><u>Second or further offence (and a first offence that is serious as decided by the disciplinary committee concerned/the FTP Committee)</u></p> <p>(i) two demerits (of which one will remain in the University's record permanently and one is reviewable); and (ii) a failure grade for the course concerned.</p>
(ii)	Undeclared multiple submissions	<p><u>First offence</u></p> <p>(i) one demerit; (ii) a mark of zero for that component of the course; and (iii) completion of relevant training in academic honesty.</p> <p><u>Second or further offence (and a first offence that is serious as decided by the disciplinary committee concerned/the FTP Committee)</u></p> <p>(i) two demerits (of which one will remain in the University's record permanently and one is reviewable); and (ii) a failure grade for the course concerned.</p>
(iii)	<p>Buying or selling, possibly through third parties, papers/essays/dissertations</p> <p><u>Employing or using services provided by a third party [Note 1] to undertake the examinations/ final year projects/ papers/ essays/ dissertations, or providing services as a third party, including any one of the following aspects:</u></p> <p>a. <u>employing or using services provided by a third party;</u> b. <u>providing services as a third party;</u> c. <u>sharing of any materials obtained from the employment or use of services provided by a third party to other students; and</u> d. <u>knowingly using materials obtained by anyone who has employed or used the services provided by a third party.</u></p>	<p>(i) Three demerits (of which one will remain in the University's record permanently and two are reviewable); (ii) a failure grade for the course concerned (not applicable to the student who <u>is the third party to provide the services but not taking the same course or not taking it in the same term-sells the papers/essays/</u>); (iii) suspension from the University for one term [Note 2]; and (iv) lowering the degree classification by one level upon graduation (not applicable to undergraduate students who graduate with a Pass Degree, MBChB students and postgraduate students) [Note 3].</p>
(iv)	<p><u>Employing or using services provided by a third party [Note 1] to undertake all other submitted work not covered by category (iii) above, or providing services as a third party, including any one of the following aspects:</u></p> <p>a. <u>employing or using services provided by a third party;</u> b. <u>providing services as a third party;</u></p>	<p>(i) <u>Two demerits (of which one will remain in the University's record permanently and one is reviewable); and</u> (ii) <u>a failure grade for the course concerned (not applicable to the student who is the third party to provide the services but not taking the same course or not taking it in the same term).</u></p>

	<p>c. <u>sharing of any materials obtained from the employment or use of services provided by a third party to other students; and</u></p> <p>d. <u>knowingly using materials obtained by anyone who has employed or used the services provided by a third party.</u></p>	
(v)	<u>Distribution/ Sharing/ Copying of teaching materials without the consent of the course teachers to gain unfair academic advantage in the courses</u>	<u>Two demerits</u>
(vi)	Violating rule 15 or 16 of the University's Examination Rules (Annex 1) or rule 9 or 10 of the University's Online Examination Rules (Annex 2)	<p><u>First offence</u></p> <p>(i) one demerit.</p> <p><u>Second or further offence (and a first offence that is serious as decided by the disciplinary committee concerned/the FTP Committee)</u></p> <p>(i) two demerits (of which one will remain in the University's record permanently and one is reviewable).</p>
(vii)	Cheating in tests and examinations (including violation of rule 17 or 18 of the University's Examination Rules or rule 11, 12, 13, 14 or 16 of the University's Online Examination Rules)	<p><u>First offence</u></p> <p>(i) One demerit (which will remain in the University's record permanently); and</p> <p>(ii) a failure grade for the course concerned.</p> <p><u>Second or further offence (and a first offence that is serious as decided by the disciplinary committee concerned/the FTP Committee)</u></p> <p>(i) two demerits (of which one will remain in the University's record permanently and one is reviewable); and</p> <p>(ii) a failure grade for the course concerned.</p>
(viii)	Impersonation fraud in tests and examinations (including violation of rule 19 of the University's Examination Rules or rule 15 of the University's Online Examination Rules)	<p>(i) three demerits (of which one will remain in the University's record permanently and two are reviewable);</p> <p>(ii) a failure grade for the course concerned;</p> <p>(iii) suspension from the University for one term [Note 2]; and</p> <p>(iv) lowering the degree classification by one level upon graduation (not applicable to undergraduate students who graduate with a Pass Degree, MBChB students and postgraduate students) [Note 3].</p> <p>[The same penalties apply to the student who asks/allows someone to assume his/her identity to sit for a test/an examination as well as to the student who sits for a test/an examination if both parties are students of the University, except that penalty (ii) will not apply to the latter.]</p>
(ix)	All other acts of academic dishonesty	<p><u>First offence</u></p> <p>(i) one demerit;</p> <p>(ii) a mark of zero for that component of the course; and</p> <p>(iii) completion of relevant training in academic honesty.</p> <p><u>Second or further offence (and a first offence that is serious as decided by the disciplinary committee concerned/the FTP Committee)</u></p>

		<ul style="list-style-type: none"> (i) two demerits (of which one will remain in the University's record permanently and one is reviewable); and (ii) a failure grade for the course concerned.
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Notes:

1. A third party shall include all parties external to CUHK, including but not limited to online platforms, companies providing tutoring services or essay/ dissertation mills, private tutors, past teachers, alumni of the University, relatives and friends of the student concerned, as well as members of CUHK.
 2. According to the University's Regulations, suspension can only be imposed with the approval of the Senate Committee on Student Discipline. Any cases of suspension should be submitted to the Senate Committee on Student Discipline.
 3. Not applicable to degrees without honours classification, including MBChB and higher degrees.
- (b) For cases where a student committed two or more offences of plagiarism/undeclared multiple submissions in the same term and at almost the same time, the following lower penalty can be recommended by the disciplinary committee concerned/the FTP Committee, after careful consideration of all factors including inter alia the amount of work plagiarized, the attitude of the student and whether the student is aware of the mistake before committing the same offence a second time.
- For such offences altogether, a minimum penalty of (i) two demerits; (ii) a mark of zero for the component(s) of the course(s) concerned; and (iii) completion of relevant training in academic honesty.
- In recommending such penalty, full justifications must be provided by the disciplinary committee concerned/the FTP Committee.
- (c) The submission of a piece of work, or a part of a piece of work, for more than one purpose (e.g., to satisfy the requirements in two different courses) without declaration to this effect shall be regarded as having committed undeclared multiple submissions and may lead to the penalty of a zero mark for all assignments concerned apart from the penalties of demerits, as decided by the disciplinary committee/the FTP Committee.
 - (d) For cases where a student allowed others to copy his/her work, the disciplinary committee concerned/ the FTP Committee can consider giving demerit(s) without affecting the mark of the student in the course concerned.
 - (e) For cases that are deemed serious or when the penalty of a failure grade is not applicable, the disciplinary committee concerned/ the FTP Committee can consider imposing a heavier penalty, such as more demerits or suspension from University.

Remarks:

- denotes deletion
- ===== denotes addition

[Approved by the Senate Committee on Student Discipline at its First Meeting (2019-20).]