

THE EDUCATION UNIVERSITY OF HONG KONG

Guidance Notes on Academic Honesty

1. What is Academic Honesty?

The University upholds the principles of honesty in all areas of academic work. We expect our students to carry out all academic activities honestly and in good faith. This means that you

- take full responsibility for all your submitted work;
- must ensure that all submitted work is your original work; and
- must make a full and proper acknowledgment of the sources of your work and of their intellectual property.

You should always approach your work in a spirit of integrity and honesty, avoiding any actions which might call into question your present and future academic reputation, or that of the University and your fellow students.

2. The Significance of Academic Honesty

The objective of university education is not only to further knowledge and academic excellence, but also to nurture human beings with high moral standards, who will be responsible citizens. One of the ways through which you can acquire these highly-valued qualities is **by making sure that you keep to the following guidelines:**

- submit original work in all areas of your study including Field Experience;
- present genuine (i.e. not falsified or fabricated) information and data;
- properly acknowledge all uses of the work of others, which may include their words, ideas, artistic products, inventions, lesson plans and research findings, etc.; and
- correctly apply the citation system accepted by the University in referencing the works used.

3. Breaches of Academic Honesty

Forms of Academic Dishonesty

- **Plagiarism:** This is not just confined to copying another's words, sentences and/or paragraphs, but also means borrowing another's idea, concept or argument without proper acknowledgment. It is a serious academic offence in the intellectual world as it stifles creativity and originality, whilst denying you the opportunity of learning from your work. There is zero tolerance for plagiarism at any level at the University as clearly spelt out in the Policy. Even if you just copy a phrase or sentence, or borrow an idea and/or concept without proper referencing, you have already committed plagiarism, an academic theft similar to stealing. You should avoid it at all costs. Also, it does not matter what the nature of the source is. It may be a book, a magazine, a newspaper article, a table or passage from the internet, or simply a course work of another student or even teaching material distributed by your course teachers.

The most obvious form of plagiarism is direct copying without referencing. Modifying the way the author expresses his idea and passing this off as your own, that is, paraphrasing the author's idea, is another form of plagiarism though it is less explicit. Students, however, often fall prey to this form of plagiarism. Other forms may include borrowing the work of others by attaching one's name to it or the indirect borrowing of work from a secondary source cited in the original source without properly acknowledging both sources. The following example may help you to grasp the meaning more thoroughly:

In Hong Kong, women are expected to live longer than men.

(This fact has been widely known to Hong Kong people, so it is already common knowledge and there is no need to acknowledge the source.)

In Hong Kong, women outlive men. According to the statistics of the Centre for Health Protection in 2021, the average life expectancy of women is 87.9 years while that for men is only 83.2 years.

Centre for Health Protection's Major Health Indicators in 2020 and 2021. Retrieved 30 May, 2023, from <http://www.chp.gov.hk/en/statistics/data/10/27/110.html>

(When we give exact figures, unless you are the source provider, you have to acknowledge the source. If you don't do so, you commit plagiarism!)

- **Cheating:** This mainly concerns cheating in examinations and tests/quizzes. It could be copying from notes (with the exception of open book examinations), giving or receiving assistance, altering an examination answer for re-grading, or getting the examination paper in advance.
- **Multiple Submissions:** You are not allowed to submit one paper for two or more courses without prior approval from all the course teachers concerned. You are also prohibited from re-submitting any already assessed paper for another course, or using any part of the same without proper acknowledgement.
- **Impersonation / Surrogate:** You must not engage anyone to take an examination or to complete a paper / coursework on your behalf, neither should you sit an examination for other nor complete a paper / coursework for other nor submit a paper / coursework in another's name.

- **Fabrication / Falsification:** You must not fabricate data for research or provide falsified information or facts (e.g. forging medical certificates in case of absence from examinations).
- **Collusion:** You must not work with another student in the preparation and production of work which is presented as your own or his / her own.

Sometimes students may think that they have not committed plagiarism if their work includes only a small portion of plagiarized passages but a substantial part of their own work. This is wrong. Also, the internet provides students with easy access to various forms of academic work. Some students may think that using material found on the internet does not constitute plagiarism as the material is accessible by the public. Again this is wrong. You should give due acknowledgement to the author whose work you are using, regardless of the portion of plagiarized passages or sources.

4. How to avoid academic misconduct

You safeguard yourself against possible breaches of academic honesty by:

- taking the actions recommended in para. 2;
- consulting your lecturer / instructor / supervisor when you are in doubt about any of the items in para. 3;
- planning ahead in order to avoid doing your writing or research at the last minute;
- seeking the approval of your lecturer / instructor / supervisor when you wish to use your previous work as a foundation or part of your present work; and
- making reference to the appropriate materials at the Library which provide detailed information on plagiarism and how to avoid it. For details, please visit:
- <https://libguides.eduhk.hk/citing-information/>

Students may be required to submit assignment to 'TURNITIN' (an online web-based text-matching software that searches for matching text and which aids the detection of plagiarism), as a deterrent to plagiarism. Students must be informed by their course teachers that TURNITIN will be used. For clarification, please consult your course teachers.

5. Consequences of Academic Misconduct

Ignorance of the meaning or scope of academic misconduct is not an excuse under any circumstances. For example, if you do not know what plagiarism is, it is your duty to find it out such as consulting your teachers instead of just waiting to be told. Any alleged cases of academic misconduct will be handled by the Head of the academic department concerned who shall then establish an investigation committee to conduct a thorough investigation if a prima facie case for academic misconduct exists. Where a case of academic misconduct is established, the Head of academic department may consider imposing penalties which include written reprimand; make-up work; a lower grade for the assignment/course concerned; and/or a failure grade for the assignment / course concerned.

Where the alleged offence is considered to be serious or is a second offence of academic dishonest, Head of academic department shall refer the case to the Student Disciplinary Committee (SDC) via Associate Dean of the student's home Faculty / Graduate School for further consideration. Any proven acts of academic misconduct may result in the imposition of penalties which include but not limited to suspension of studies for a period of time; deferment of graduation* for a period of time; and / or dismissal from the university.

** For non-local students, the deferment of graduation may affect your applications to stay/return and study/work in Hong Kong. For details of the Immigration Guidelines, you may refer to the website of the Immigration Department (<http://www.immd.gov.hk/eng/services/index.html>), if necessary.*

6. Suggestions

With a view to enabling you to follow good practice, you are required to indicate your agreement that you will uphold the principles of academic honesty throughout your studies upon your admission to the University. Additionally, in order to avoid falling into the trap of academic misconduct, you should:

- plan your work in advance and know what you have to do and when;
- keep a reasonable work, study and life balance;
- give yourself sufficient time for research, field work or preparation of your course assignment;
- strive for originality, creativity and independence;
- know what plagiarism and copyright violation mean and what you have to do to avoid them;
- deal with your personal and health problems properly and in a timely manner, so as to prevent unfavorable factors from affecting academic progress. Please do not hesitate to seek assistance or counseling from the Student Affairs Office if need be; and
- contact academic staff for guidance and assistance in case of uncertainties or difficulties.

7. Further Advice

You have been studying hard to become a student of higher education. Following these guidelines will help you to thrive academically and get the most from your time at EdUHK.

1. 何謂學術誠信？

本校堅持所有學術作品均須遵守學術誠信的原則。我們期望學生從事學術活動的時候，都能符合誠信的要求。包括：

- 對所有呈交的作業負責；
- 確保一切呈交的作業均出自個人原創；及
- 詳細及正確地註明作業上所引用的資料來源及其知識產權。

在學術上，你應該正直和誠實，不應該做出任何影響個人前途以及本校聲譽的不當行為。下文將告訴你正直和誠實的重要性，對你學業的發展很有裨益。如有任何疑問或查詢，請向教職員尋求指引和協助。

2. 學術誠信的重要性

大學教育的目的不僅在增長知識和提升學術水平，更在於孕育有高尚品德、對社會負責的可用之材。要達到此目的，其中一個途徑是遵照下列指引：

- 確保所呈交的作業不論屬於任何學習領域，包括實習體驗，均屬個人原創；
- 確保所呈交之資料與數據均真確無訛（即並無篡改或虛構）；
- 正確標示一切引用他人著作的地方，包括文字、意念、藝術作品、發明、教學計劃及研究成果等；及
- 在引用他人著作時，正確使用本校所採納的引述系統。

3. 違反學術誠信

違反學術誠信的形式

- **剽竊**：剽竊行為不單指抄錄他人的字句和段落，同時亦指借用他人的觀點、概念或論據而不加標示。在學術的領域，剽竊是一種嚴重違反學術誠信的行為，不但窒礙學術的原創性，而且讓你喪失從習作中應得的學習機會，所以你應盡一切努力拒絕抄襲。政策中清楚指明，本校絕不容忍任何形式、程度的剽竊，在沒有正確註明資料來源下，縱使抄一句、一段文字或借用一個觀點及/或概念，均屬剽竊行為，如偷竊一樣，你應該避免。無論抄襲來自書本、雜誌、報章、網路上的列表或文章段落、學生的功課、導師派發的筆記，均會被視為剽竊。

最明顯的剽竊是在沒有正確註明資料來源下直接抄襲他人的文字。其次，只改變作者的表達方式，而將作者的意念當作自己的意念的改述，雖然不太明顯，但亦屬剽竊行為。同學必須經常留意有否違反學術誠信。至於其他剽竊行為，尚包括借用他人功課作己用，或沒有註明來源而間接引用他人提供的資料。下述例子，或許有助同學對剽竊概念有更真切的了解：

香港女性的預期壽命較男性長。

（此論述廣為港人所知悉，這類常識資訊毋須註明出處。）

香港女性的壽命較男性長。根據 2021 年衛生防護中心的資料，女性平均預期壽命為 87.9 年，而男性則為 83.2 年。

資料取材於 2023 年 5 月 30 日 2020 年及 2021 年的主要健康指標

(<https://www.chp.gov.hk/tc/statistics/data/10/27/110.html>)

（當同學引用上述資料，由於你並非資料提供者，因此必須註明來源。若沒有註明來源，即犯剽竊。）

- **作弊**：主要指考試、測驗或答問時的不當行為。在被考核的時候，以下的行為都屬於作弊：從筆記上抄錄答案（容許公開參考書籍的考試除外）、提供或接受任何人的協助、修改考試答案以取得重新計分，或預先取得考試卷等。
- **作業重覆使用**：未有獲得有關老師同意前，不能以同一份作業呈交給多於一個以上的科目，更不能把已經被評分的作業重新用在別的科目上，或引用其中一部分而不加註明。

- **請別人冒充或充當替身：**你不可請他人替自己參加考試或完成作業，更不應替他人應考或以他人姓名完成或提交自己的作業。
- **捏造或篡改：**學員不可捏造研究數據或提供經過篡改的資料或事實（例如：偽造醫生證明文件以缺席考試）。
- **合謀：**與其他學生一同準備及完成習作，然後以某一學生之名義提交。

學生或會認為如果作業的大部分內容為個人原創，當中只有少部分是抄襲得來，並不屬於違反學術誠信，這是錯誤的想法。另外，互聯網無疑為大眾提供更方便快捷的途徑以搜尋大量學術參考材料，學生或會覺得所有取自網上的公開資料均可用而無需列明出處，這同樣是錯誤的想法。事實上，不論抄襲的比例多少，又或者抄襲內容的出處，所有被引用的材料均需列明作者及資料來源，否則會構成違反學術誠信的行為。

4. 如何保障自己不會違反學術誠信規條

- 採取以上段落 2 所列之行動；
- 如對以上段落 3 所提事項有任何疑慮，應向導師查詢；
- 盡早計劃完成你的作業或研究項目，切勿等到提交限期將到才開始準備；
- 如欲引用舊作業作為現時作業的基礎或一部分，應先取得教職員的允許；及
- 參閱圖書館相關的資料，了解剽竊行為和如何避免：
 - <https://libguides.eduhk.hk/citing-information/>

導師或會要求你提交作業到 TURNITIN（網上文字配對檢查軟件，用以偵測相同文字及抄襲）。如會使用 TURNITIN，科目導師將知會學生。如有疑問，可向有關導師查詢。

5. 違反學術誠信可能導致的紀律處分

在任何情況下，你都不能以對學術行為不當的意義或範圍認知不足為藉口而免受處分。例如：如果不清楚何為剽竊，你有責任去自行了解，而非等待導師向你講解。所有涉及違反學術誠信的個案，如表面證據成立，將會由個別學系主任成立調查委員會深入調查。

有關的調查報告將呈交學系主任考慮，並由其決定有關違反學術誠信的指控是否成立。如查明屬實，學系主任可決定懲處，包括譴責信、額外作業、降低科目或作業評級及/或相關科目或作業評為不及格。

如有關指控情況嚴重或為再犯，學系主任會經學生所屬之學院或研究院副院長將個案提交「學生紀律委員會」處理。學生如經證實違反學術誠信，可被懲處停學、延遲畢業*、勒令退學、或接受其他處分。

* 如被懲處延遲畢業，非本地生的逗留簽證申請及在本港讀書或工作的申請將可受影響。詳情可參閱入境事務處之入境規則指引（網站：<http://www.immd.gov.hk/hkt/services/index.html>）。

6. 建議

同學要保持學術誠信的良好習慣，所以在入學時，你需要表明，你會確保在學期間遵守學術誠信的原則。為了避免違反學術誠信的行為，你應：

- 預先策劃自己的工作，及知道何時應做何事；
- 在學業與生活之間取得合理的平衡；
- 給自己充份的時間做研究、實習工作或準備作業；
- 力求創意及獨立；
- 認識抄襲及侵權行為的意思，並懂得如何避免此等行為；
- 適當地及適時地處理好你的私人及健康上的問題，以免影響學業進度。如有需要，可向本校學生事務處尋求協助或輔導；及
- 遇到疑惑或困難時應尋求協助。

7. 再進一言

你能夠成為高等教育院校的一份子是經過一番努力的。以上的指引將讓你在學業上茁壯成長。