THE EDUCATION UNIVERSITY OF HONG KONG

Policy on Academic Honesty, Responsibility and Integrity

1. Overview

1.1 Intellectual honesty, responsibility and integrity ("moral wholeness") are essential characteristics of an educated individual. While the University strives to nurture these qualities in its students, it also has clear policies relating to them.

1.2 The purpose of this policy statement is to outline:

(i) The University's core values and its commitment to academic honesty, responsibility and integrity;

(ii) The definition and significance of academic honesty;

(iii) Different forms and consequence of academic dishonesty; and

(iv) Student responsibilities and support mechanisms in relation to the avoidance of academic misconduct.

2. Core Principles and Values

2.1 The University adheres to a moral and intellectual framework which is determined by the framework of graduate attributes, which consists of three domains: *Professional Excellence, Ethical Responsibility, & Innovation.* This framework supports principles of *honesty, responsibility* and *integrity* which the University upholds in all areas of its work.

2.2 The University expects all students to adopt these core principles as personal and shared values which guide their behavior, and to give these values priority over other values or assumptions with which they may conflict.

3. What is Academic Honesty?

3.1 The University upholds the principles of honesty in all areas of academic work. Students are expected to carry out all academic activities honestly and in good faith. This means that students

(i) take full responsibility for all their submitted work;

(ii) must ensure that all submitted work is their original work; and
(iii) must make a full and proper acknowledgment of the sources of the work and of their intellectual property.

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

4. The Significance of Academic Honesty

4.1 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 students can acquire these highly-valued qualities is by following the below guidelines:

(i) Submit original work in all areas of their study including Field Experience;
(ii) Present genuine (i.e. not falsified or fabricated) information and data;
(iii) 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
(iv) Correctly apply the citation system accepted by the University (refer to the chapter on Citation System of the Student Handbook) in referencing the works used.

5. Breaches of Academic Honesty

Academic dishonesty can take many forms that include, but not limited to:

5.1 Plagiarism

(i) Plagiarism is defined as copying another person's phrasing or borrowing their idea, concept or argument without appropriate acknowledgement. Copying from AI-generated contents without proper declaration is also regarded as plagiarism. For details, please refer to the section "Use of AI-Enabled Generative Tools without Proper Declaration".

(ii) It is a serious academic offence in the intellectual world as it stifles creativity and originality, whilst denying student's opportunity of learning from their own work. Even if student just copies a phrase or sentence, or borrow an idea and/or concept without proper referencing, student has already committed plagiarism, an academic theft similar to stealing. Students 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 the course teachers.

(iii) The most obvious form of plagiarism is direct copying without referencing. Modifying the way the author expresses his idea and passing this off as student's 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.

(iv) Sometimes students may think that they have not committed plagiarism if their work includes only a small portion of plagiarised 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 materials found on the internet does not constitute plagiarism as the materials are accessible by the public. Again this is wrong. Students should give due acknowledgement to the author whose work students are using, regardless of the portion of plagiarised passages or sources.

5.2 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.

5.3 Multiple Submissions

Students are not allowed to submit one paper for two or more courses without prior approval from all the course teachers concerned. Students are also prohibited from re-submitting any already assessed paper for another course, or using any part of the same without proper acknowledgement.

5.4 Impersonation / Surrogate

You must not engage anyone to take an examination or attend a class/ student activity or to complete a paper/coursework on your behalf, neither should you sit an examination or attend a class/ student activity for other nor complete a paper/coursework for other nor submit a paper/coursework in another's name. Impersonation/ surrogate in any form is strictly prohibited.

5.5 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, falsifying attendance record).

5.6 Collusion

Students must not work with another student in the preparation and production of work which is presented as their own or his/her own.

5.7 Use of AI-Enabled Generative Tools without Proper Declaration

Students who use AI-Enabled Generative tools in the preparation of an assessment task must declare their use of such tools and take full responsibility for the content submitted for assessment. The acceptable use of AI varies across disciplines, subjects, and assessment tasks. Course teacher will provide this information. But it is students' responsibility to check the assessment guidelines and relevant policies, and to understand what is expected of students.

6. Consequences of Academic Misconduct

6.1 Ignorance of the meaning or scope of academic misconduct is not an excuse under any circumstances. For example, if student does not know what plagiarism is, it is student's duty to find it out such as consulting his/her teachers instead of just waiting to be told. Any alleged cases of academic misconduct will be handled by the Head of the academic department/ Director or his/her delegate of the course offering unit concerned who shall then establish an investigation committee to conduct a thorough investigation if a prima facie case for academic dishonesty exists.

6.2 To ensure an equitable process, the student shall have the right to attend an interview meeting arranged by the investigation committee, if desired and to be accompanied to the meeting with the investigation committee by a member of the University (a fellow student or a staff member). If the student does not wish to attend the meeting of the investigation committee or is unable to attend, he/ she will be permitted to submit a written account or explanation of the alleged misconduct in his/her defence. However, the student is strongly advised to attend the investigation committee such that his/her own right of self-defence can be protected.

6.3 An investigative report should be sent to the Head of Academic Department/ Director or his/her delegate of the course offering unit who will consider whether the student is deemed to have committed academic dishonesty. Where a case of academic dishonesty is established, the Head of academic department/ Director or his/her delegate of the course offering unit may consider imposing penalties which include written reprimand; make-up work; a lower grade for the assignment/course concerned; and/or a fail grade for the assignment/course concerned.

6.4 Where the alleged offence is considered to be serious or is a second offence of academic dishonesty, Head of academic department/ Director or his/her delegate of the course offering unit shall refer the case to the Student Disciplinary Committee (SDC) via Associate Dean/ Associate (Co-)Director(s) of the student's home Faculty/ Graduate School/ Academy for further consideration. The SDC shall summon the student for interview where he/she should be given ample opportunity to offer an explanation. The student shall have the right to be accompanied to the hearing by a member of the University (a fellow student or a staff member). 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 their applications to stay/return and study /work in Hong Kong. For details of the Immigration Guidelines, students may refer to the website of the Immigration Department (https://www.immd.gov.hk/eng/services/index.html), if necessary.*

6.5 Each and every suspected case will be responded to in accordance with the *Guidelines for Handling Student Disciplinary Matters (http://www.eduhk.hk/re/student_handbook/text_en4_4.html),* which are supplemented by the

Procedures for Handling Suspected Cases of Academic Dishonesty ((https:/www.eduhk.hk/re/modules/downloads/visit.php?cid=20&lid=75), taking into account the particular circumstances of the occurrence.

7. Student Responsibilities

7.1 It is every student's responsibility to understand what academic dishonesty is, why it is wrong and how to avoid it.

(i) Before accepting the offer of admission, all new students are required to read through the Guidance Notes on Academic Honesty to have a thorough understanding on what constitutes academic honesty in particular plagiarism, and indicate their agreement to uphold the principles of academic honesty, responsibility and integrity throughout their study at the University.

(ii) To safeguard themselves against academic dishonesty, students should take initiative to:
- take the actions recommended in para. 4.1;
- consult lecturer/instructor/supervisor in case of uncertainties or difficulties;
- plan ahead to allow sufficient time for research, field work or preparation of course assignment;
- seek the approval of the lecturer/instructor/supervisor when students wish to use their previous work as a foundation or part of their present work; and
- make 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.

(iii) 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 the course teachers.

8. Support from the University

8.1 The University should strive to foster a quality learning environment with the development of the core principles and values referred to above.

(i) The University provides training for all students in the skills required to acknowledge source materials properly. Such training can be undertaken during regular class time, in the Library, as part of a course, or via the Internet.

(ii) Teachers in all course offering units should:

- raise student awareness of the University's policy on academic honesty through classroom discussion and consideration of relevant examples;

- employ teaching practices that model academic honesty;
- educate and assist students to understand academic misconduct, its avoidance and consequences; and
- set clear expectations, assessment and grading criteria for each assessment task.

9. General dissemination measures

9.1 The policy needs to be translated into action by the relevant units which have the responsibility for securing policy objectives. As such, there is a set of guidelines on implementation and dissemination of the policy (**Attachment**).

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Attachment

Guidelines on Implementation and Dissemination of the Policy on Academic Honesty, Responsibility and Integrity

The University adopts a three-tier approach for the implementation and dissemination of the Policy/Procedures.

(a) University-level

(i) Before accepting the offer of admission, all new students are required to read through the Guidance Notes on Academic Honesty, Responsibility and Integrity to have a thorough understanding on what constitutes academic honesty and indicate their agreement to uphold the principles of academic honesty, responsibility and integrity throughout their studies at the University. [Paragraph 7.1 (i) of the *Policy* refers]

(ii) An orientation website introducing important University's policies and regulations, including the Policy on Academic Honesty, Responsibility and Integrity is available to the new full-time undergraduate students and higher diploma students before the commencement of an academic year. For part-time undergraduate students and full-time/part-time postgraduate students, a briefing on the importance of academic honesty is included in the orientation programmes for new students conducted by Faculties/Academies/Graduate School/Departments.

(iii) The University provides training for all students in the skills required to acknowledge source materials properly. For example, the Centre for Language in Education (CLE) offers courses that demonstrate awareness of and adherence to accepted academic standards related to the use and acknowledgment of source materials. In addition, workshops with content relating to the avoidance of plagiarism is available for students.

(b) Faculty/Academy/Departmental-level

(i) Staff members need to be familiar with and to implement the relevant policy/procedures dealing with academic dishonesty.

(ii) Course teachers in all course offering units need to raise student awareness of the University's policy on academic honesty, and educate students to understand it, its avoidance and consequences at the beginning of each course. Reference to the Policy on Academic Honesty, Responsibility and Integrity is included in the standard template of course outlines.

(iii) The use of Turnitin is helpful in assisting course teachers to spot potential cases of plagiarism, and deterring plagiarism in the first place. To strengthen the use of the pedagogical feature of assignment submission with plagiarism detection support of Moodle LMS of the University, the University has approved the policy of setting the institutional usage target of 100% of courses with principally text-based assignments at both postgraduate and

undergraduate levels to use Turnitin in Moodle (or other similar similarity checking system) for assignment submission and plagiarism detection support.

(iv) The Centre for Learning, Teaching, and Technology (LTTC) conducts regular workshops for students and staff, on using Turnitin while Library provides on-line tutorial for students at http://libguides.eduhk.hk/citing-information.

(c) Programme-level

(i) In line with paragraph b(ii) of these *Guidelines*, the standard template of course outlines includes reference to the Policy on Academic Honesty, Responsibility and Integrity.

(ii) The Policy is explained to students in Programme Assemblies or similar occasions, so as to help them establish positive and serious attitude towards academic honesty, responsibility and integrity.

(iii) Basic information on University policies and regulations (e.g. list of resources and reference websites), of which details are published in the Student Handbook, is also included in the Programme Handbooks where appropriate.

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