11. Academic Honesty and Disciplinary Action

11.1 Academic honesty

The University places very high importance on honesty in academic work and on respect of intellectual property, and adopts a policy of zero tolerance on cheating in examinations, plagiarism and infringement of intellectual property. Any related offence will lead to disciplinary actions including termination of studies or employment in respect of students and staff. The University has prepared the document *Honesty in Academic Work: A Guide for Student and Teachers*, adopted from CUHK, which is available at the University's website at:


The content of the *Guide* is listed below for easy reference:

- Section 1: What is plagiarism?
- Section 2: Proper use of source material
- Section 3: Citation styles
- Section 4: Plagiarism and copyright violation
- Section 5: regulations on honesty in academic work
- Section 6: disciplinary guidelines and procedures
- Section 7: Guide for teachers and schools
- Section 8: Recommended material to be included in course outline
- Section 9: Electronic submission of assignments via VeriGuide
- Section 10: Declaration to be included in assignments

A video regarding honesty in academic work, prepared by CLEAR of CUHK, can be accessed from [http://www.cuhk.edu.hk/clear/tnl/Plagiarism_English.html](http://www.cuhk.edu.hk/clear/tnl/Plagiarism_English.html). Students are strongly encouraged to watch the video so as to have a quick understanding of the issue. (to be confirmed)

11.2 Disciplinary Action

11.2.1 A Student who violates any rule or regulation and/or commits any misconduct, including but not limited to the following:

(a) defamation of or assault on or battery against the person of any member of CUHK, Shenzhen and/or CUHK;
(b) willful damage to or defacement of any property of CUHK, Shenzhen and/or CUHK;
(c) theft, fraudulent use, misapplication of the funds or property of any kind of CUHK, Shenzhen or of CUHK;
(d) plagiarism in written assignments or cheating in tests or examinations;
(e) an offence in connection with tests or examinations or violation of any of the regulations governing conduct at tests or examinations as approved by the Academic Board or the CUHK Senate from time to time;
(f) falsification or serious misuse of documents or records of CUHK, Shenzhen and/or CUHK;
(g) refusal to comply with any regulations or orders by authorized persons and bodies prohibiting any conduct which disrupts teaching, study, research, administration or normal activities of CUHK, Shenzhen and/or CUHK;
(h) any conduct which is detrimental to the reputation and well-being of CUHK, Shenzhen or CUHK;
(i) an offence of an immoral, scandalous or disgraceful nature of which the Student has been convicted in any court of law; or
(j) misrepresentations or false statements made in any application or document submitted to CUHK, Shenzhen or CUHK

shall, in accordance with the nature and gravity of the offence, be disciplined by the Academic Board or other disciplinary committees as appropriate, including the School Board or equivalent body in Unit, as shall be vested with authority in handling matters pertaining to the discipline of Students.

11.2.2 Disciplinary action may result in a penalty in any one or more of the following forms in accordance with the nature and gravity of the offence:

(a) reprimand issued by the disciplinary body concerned;
(b) suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of CUHK, Shenzhen for a specified period of time;
(c) demerit(s), of which a total of three may result in termination of studies at CUHK, Shenzhen;
(d) suspension from CUHK, Shenzhen for a specified period of time;
(e) termination of studies at CUHK, Shenzhen; or
(f) any other form as the Academic Board, School Board or equivalent body in Unit, or other disciplinary committees (as the case may be) may deem fit.

Penalty (d) or (e) may be imposed only with the approval of the Academic Board or a subcommittee with authority delegated by the Academic Board. Any penalty imposed as a result of disciplinary action may be entered in the transcript of the Student's academic record.

11.2.3 Disciplinary action involving suspension of study will be reported to the CUHK Senate, and will result in corresponding suspension or termination of student status at CUHK.