

Honesty in Academic Work (Also applicable to Postgraduate Students)

As one of the primary aims of university education is to develop the ability to think independently, students must never use the work or ideas of others as their own. Plagiarism is as serious an offence as cheating in tests or examinations; both are punishable under University regulations.

Plagiarism

Plagiarism is the act of using the work of others (in particular the writing of others), including online resources, as one's own.

The most obvious and substantial type of plagiarism is copying whole articles, sections, paragraphs or whole sentences from other publications without acknowledgement. This is clearly unacceptable. However, even the use of a few words or paraphrasing (without actually copying any words at all) may constitute plagiarism if the source is not acknowledged. Students sometimes unintentionally plagiarize because they are not aware of the very stringent rules that apply. If material is taken from a source, there should be proper quotes, accurate reference and explicit acknowledgements. Students should read the detailed guidelines and examples on how to acknowledge information sources in the University's website at <https://registry.cuhk.edu.cn/en/integrity>, in particular, the Section on "Electronic submission of assignments via VeriGuide".

Disciplinary Action

All cases of academic dishonesty will be handled by the Committee on Student Discipline for possible disciplinary actions in accordance with the following university regulation: Revised as per CUHK's version.

15.1 – 15.2 of General Regulations Governing Undergraduate Studies.

17.1 – 17.3 of General Regulations Governing Postgraduate Studies

8.1 -8.2 of Regulations Governing Associate Students

For a first offence, the penalty will be a minimum of one demerit and a mark of zero for that component of the course; for a second or further offence, a minimum penalty of two demerits and a mark of zero for that component of the course will be given. The maximum penalty in serious cases could be termination of studies.

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Honesty in Academic Work: A Guide for Students and Teachers

The Chinese University of Hong Kong, Shenzhen places very high importance on honesty in academic work submitted by students, and adopts a policy of zero tolerance on academic dishonesty. While “academic dishonesty” is the overall name, there are several sub-categories as follows:

- (i) Plagiarism
- (ii) Undeclared multiple submission
- (iii) Cheating in tests and examinations
- (iv) All other acts of academic dishonesty

Any related offence will lead to disciplinary action including termination of studies at the University.

Although detected cases of cheating in examinations or plagiarism are rare at the University, everyone should make himself/herself familiar with the content of this website and thereby help avoid any practice that would not be acceptable.

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Section 3-4

Information for each discipline

Citation styles and conventions vary across disciplines (and even among different publishers / journals within the same discipline). In the following, links are given to the guidelines provided by a typical professional society or journal in each major discipline, as recommended by the department or faculty concerned. Many of these guidelines contain hints about manuscript preparation that go beyond citations.

Disciplines

- [Arts](#)

Discipline	Society / Journal	URL for guidelines
Arts		
English (Literary Studies)	MLA style (see MLA Handbook)	http://www.mla.org/style_faq1
English (Applied English Linguistics)	APA Style	http://owl.english.purdue.edu/owl/resource/560/01/
Translation	Harvard Journal of Asiatic Studies	http://hjas.org/submissions/style-sheet

- [Business Administration](#)

Discipline	Society / Journal	URL for guidelines
Arts		
Accounting and Finance	Journal of Financial Economics	http://jfe.rochester.edu/jfestyle.htm
Hotel Administration	Cornell Hospitality Quarterly	https://uk.sagepub.com/en-gb/asi/cornell-hospitality-quarterly/journal201681#submission-guidelines
Management	Academy of Management	http://www.aonline.org/aom.asp?ID=24&page_ID=54
Marketing	American Marketing Association/Journal of Marketing	http://www.marketingpower.com/Pages/default.aspx

- [Engineering](#)

Discipline	Society / Journal	URL for guidelines
Engineering		
CSE	The University of Chicago	http://www.press.uchicago.edu/books/lips

	o	on/honestcollege/citationfaq.html http://www.press.uchicago.edu/books/lips on/honestcollege/index.html
BME/EE/IE	IEEE	(on plagiarism related guideline) http://www.ieee.org/publications_standards/publications/rights/plagiarism.html (on style) http://ieeauthorcenter.ieee.org/create-your-ieee-article/create-the-text-of-your-article/ieee-editorial-style-manual-2017/
MAE	IEEE Journals	http://ieeauthorcenter.ieee.org/create-your-ieee-article/create-the-text-of-your-article/ieee-editorial-style-manual-2017/
	AIAA Journals	https://www.aiaa.org/Secondary.aspx?id=4597
	ASME Journals	http://journaltool.asme.org/Content/AuthorResources.cfm
	IOP Journals	https://publishingsupport.iopscience.iop.org/authoring-for-journals/https://publishingsupport.iopscience.iop.org/ethical-policy-journals/
SE	IOP Journals	https://publishingsupport.iopscience.iop.org/authoring-for-journals/https://publishingsupport.iopscience.iop.org/ethical-policy-journals/

- [Science](#)

Discipline	Society / Journal	URL for guidelines
Science		
Life Sciences	Elsevier	http://www.elsevier.com/journals/bba-general-subjects/0304-4165/guide-for-authors/#68000
	Journal of Biological Chemistry	http://www.jbc.org/site/misc/ifora.xhtml#_References
	Biochemical Journal	http://www.portlandpresspublishing.com/content/submission-guidelines#Submission-checklist
	Biochemistry	http://pubs.acs.org/page/bichaw/submission/index.html

	Cell	http://www.cell.com/cell/authors
	The Biological Bulletin	http://www.biolbull.org/site/misc/ifora.xhtml#references
	Journal of Experimental Biology	http://jeb.biologists.org/content/manuscript-prep
	The American Physiological Society	http://www.the-aps.org/mm/Publications/Preparing-Your-Manuscript#unpublished
	Nature	http://www.nature.com/nature/authors/gta/index.html#a5.4
	Science	http://www.sciencemag.org/site/feature/contribinfo/prep/res/refs.xhtml
	PNAS	http://www.pnas.org/site/authors/procedures.xhtml
Chemistry	American Chemical Society	http://pubs.acs.org/userimages/ContentEditor/1246030496632/chapter14.pdf
Physics	American Physical Society	http://journals.aps.org/files/styleguide-pr.pdf
Statistics	American Statistical Association	http://journals.taylorandfrancis.com/amstat/asa-style-guide/
	Journal of the Royal Statistical Society	http://www.rss.org.uk/RSS/Publications/Journals/Journals_get_involved/RSS/Publications/Journals_sub/Get_Involved.aspx?key=c0e4b249-4847-4666-bc92-66b4e8c11199
	Statistica Sinica	http://www3.stat.sinica.edu.tw/statistica/author_instru.html

CUHK(SZ) regulations on honesty in academic work

The extracts below appear in the General Regulations applicable to students in various programmes:

- Full-time Undergraduate Studies: 15.1(d)

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

(d) plagiarism in written assignments or cheating in tests or examinations; ...

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

- Postgraduate Studies: 17.1 (d)

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

(d) plagiarism in written assignments or cheating in tests or examinations; ...

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 of the Unit, as shall be vested with authority in handling matters pertaining to the discipline of Students.

- Associate Students: 8.1 (d)

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

(d) academic dishonesty;

shall be disciplined by the Committee on Student Discipline, or other disciplinary committees as appropriate, including School Board, as shall be vested with authority in handling matters pertaining to the discipline of students, in accordance with the nature and gravity of the offence.

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Section 6

CUHK(SZ) disciplinary guidelines and procedures

Procedures for Handling Cases of Plagiarism (Academic Dishonesty) or Cheating in Examinations

Procedures with effect from 2014-15

The following procedures for handling discipline cases of undergraduate students is adopted with effect from 2014-15:

(a) all academic-related discipline cases of undergraduate students, including cases of plagiarism/cheating in examinations shall be handled by the schools/colleges/offices/centres that offer the courses concerned instead of the students' major programmes/schools;

(b) students suspected of academic dishonesty shall be given the opportunity to meet with members of the disciplinary committee concerned, irrespective of whether the course teachers concerned have already done so;

(c) in making recommendations for plagiarism cases, disciplinary committees shall take into account factors such as the amount of work being plagiarized, and whether the cases pertain to students plagiarize or allow others to copy their own work. In the case of a group project, each student is responsible and liable to disciplinary actions should there be any plagiarized contents in the group project, irrespective of whether he/she has signed the declaration and whether he/she has contributed directly or indirectly to the plagiarized contents. For students who allow others to copy their work, disciplinary committees may consider only giving demerit(s) instead of giving a zero mark to that component of the course.

(d) Any student who submits 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 submission.

(e) In handling cases of plagiarism that involve group projects, all students of the same group should be held responsible and liable to disciplinary actions should there be any plagiarized contents/undeclared multiple submission in the group project, irrespective of whether he/she has signed the declaration and whether he/she has contributed directly or indirectly to the problematic contents.

I. Undergraduates

Cases to be handled by each school/college/office/centre

1. Teachers shall report all cases of suspected plagiarism or cheating immediately to the disciplinary committee of the schools/college/office/centre concerned. The disciplinary committee concerned will look into the case, and meet with the student if the student so requested. If the charge is established, the penalty guidelines are as follows:

(a) For a first offence, a minimum penalty of (i) one demerit; and (ii) a mark of zero for that component of the course.

(b) For a second or further offence, and for a first offence that is serious as decided by the disciplinary committee concerned, a minimum penalty of (i) two demerits; and (ii) a mark of zero for that component of the course.

(c) For cases where a student committed two or more offences of plagiarism/ undeclared multiple submission in the same term and at almost the same time, the following lower penalty can be recommended by the disciplinary committee concerned, 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; and (ii) a mark of zero for the component(s) of the course(s) concerned.

In recommending such penalty, full justifications must be provided by the disciplinary committee concerned.

(d) 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 academic dishonesty and may lead to the penalty of a zero mark for all assignments concerned, as decided by the disciplinary committee.

(e) In case of plagiarism where a student allowed others to copy his/her work, the disciplinary committee concerned can consider giving demerit(s) without affecting the mark of the student in the course concerned instead of giving a zero mark to that component of the course.

Under (a) to (d), the disciplinary committee concerned can consider a penalty of giving a mark of zero for the entire course, or more demerits, for plagiarism cases that are deemed more serious by taking into account factors such as the amount of

work being plagiarized.

2. The disciplinary committee concerned shall also decide when the demerits will be removed, which should be a period from 6 to 12 months. All demerits including their removal should be kept in the University's record.

3. If zero marks are earned for that component of the course, the grade for the course may end up as a failure.

4. The disciplinary committee concerned shall notify the student of its decision. In the case where the disciplinary committee comes up with a decision that is substantially different from the initial findings of the school/department/college to which the student concerned belongs, the disciplinary committee shall first convey its decision to the school/department/college concerned before the student concerned is formally notified of the decision.

5. Appeals in writing with full justifications may be lodged to the Committee on Student Discipline through the disciplinary committee that deals with the case in the first instance, against the decision/recommendation made by the disciplinary committee, within ten working days after the student has received the notification. Late appeals will not be considered. The case is closed if no appeal is received after the specified period.

6. The disciplinary committee concerned shall report the case, together with its decision, to the Committee on Student Discipline by completing Form A issued by the Committee, irrespective of whether the student concerned is found guilty or not, a copy of which shall be sent to the student's major programme and school for record and necessary follow up actions.

Cases to be handled by the Committee on Student Discipline

7. Cases that are exceptionally serious, or where extenuating circumstances are put forward for a lower penalty, shall be referred to the Committee on Student Discipline for decision, to ensure consistency across the University.

(a) If, after serious consideration, the disciplinary committee concerned recommends a heavier penalty as follows according to Regulation 15.2 of the General Regulations Governing Full-time Undergraduate Studies, then the case will be referred to the Committee on Student Discipline for further consideration: (i) Suspension from the University for a specified period of time; or (ii) Termination of studies at the University.

(b) If the disciplinary committee concerned after reviewing the case recommends a penalty lower than those specified in these guidelines, the case shall also be referred

to the Committee on Student Discipline for decision.

8. The student shall be notified in writing of the decision, and appeals in writing with full justifications may be lodged to the Committee on Student Discipline, within ten working days after the student has received the notification. The appeal shall be handled in accordance with the "Procedures for Handling Student Disciplinary Cases" of the Committee on Student Discipline. Late appeals shall not be considered.

Documentation

9. After each case is closed, the disciplinary committee concerned or the Committee on Student Discipline (as the case may be) shall inform the school/college concerned of the details of the case for record and follow-up, and report the case, together with its decision, to the Committee on Student Discipline by completing Form A issued by the Committee, irrespective of whether the student concerned is found guilty or not. As recommended by the (Provisional) Academic Board, such case records on plagiarism shall be included in the self-evaluation documents of programmes for regular internal programme reviews.

II. Postgraduates

10. The procedures in respect of postgraduate students are the same as those of undergraduate students described above, except that the Graduate School Disciplinary Committee shall be the responsible disciplinary committee. The procedures will also apply to academic dishonesty found in theses, which may be failed as a result, in the case of which the student concerned has to re-submit the thesis.

11. Under circumstances where students concurrently registered for two postgraduate programmes, the number of offences and number of demerits accumulated are person specific rather than programme specific. In other words, if a student committed plagiarism in a course of Programme A and in another course of Programme B, s/he will be considered as having committed a total of two counts of plagiarism. Under normal circumstances, s/he shall have accumulated a total of three demerits, and s/he may risk termination of studies for both programmes s/he registered. Under the circumstance where a student committed two or more offences of plagiarism/ undeclared multiple submission in the same term and at almost the same time, Paragraph 1(c) shall apply.

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Section 7

Guide for teachers and schools

1. Each Department or Programme shall ensure that new students (especially undergraduates) learn and understand the expected standards of academic honesty.
2. At the beginning of each course, the teacher shall draw the attention of the class to these guidelines, citing this specific website.
3. It is recommended that a short statement to this effect shall be incorporated into the course outline. A version suitable for downloading is available.
4. Teachers shall insist that every assignment, in particular term papers and projects, be accompanied by a signed declaration of originality, and not to grade assignments without the receipt. For group projects, all students of the same group shall be asked to sign on the declaration. For assignments in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment. Only the final version of assignments shall be submitted via VeriGuide, unless prior approval is obtained from the course teachers. The template can be found here.
5. Soon after receipt of the submission, VeriGuide will produce comparison reports showing the major similarities found between assignments and with other available sources, in order to provide data for teachers to decide, in the context of the particular subjects, course and assignment, whether the relevant parts identified are original.
6. Upon reading the report, the teacher shall judge if there is a case. If s/he so judged, s/he shall inform the student of his/her decision and give the student concerned access to the relevant portion of the report before the case is taken to any committee concerned. The matter shall not be handled by the teacher alone, since this will lead to inconsistent treatment.
7. Teachers shall then report all cases of plagiarism, or suspected cheating in examinations, or suspected undeclared multiple submission to the disciplinary committee concerned (the disciplinary committees of the schools/colleges/offices/centres that offer the course concerned will be the authority for handling the plagiarism/cheating case instead of the students' major programmes/schools) by providing any supporting information/materials, in addition to the VeriGuide report. The disciplinary committee concerned shall handle such cases in accordance with the guidelines established by the Committee on Student Discipline. See University guidelines for details.

8. On the other hand, the teacher shall also send an alert to the relevant coordinators of the School/College Offices of the case by using the function available in VeriGuide, so that the relevant coordinators can keep track of the development of the cases.

9. At the end of each term, a summary report shall be made available for School/College Offices so that they can take appropriate actions to ensure that suspected cases are properly dealt with. Also, the Deans/Associate Deans/College Heads/Masters (or their representatives) will also be given access to the statistic and management pages.

10. The Committee on Teaching and Learning requires that implementation of the use of VeriGuide be included as one element of future programme reviews, starting from the year 2014, and that all records of the handling of cases of possible academic dishonesty be documented and included in the self-evaluation documents of programmes for regular internal programme reviews.

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Section 8

Recommended statement to be included in course outlines

It is recommended that every course outline should include a statement such as the following:

Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations. Details may be found at <https://registry.cuhk.edu.cn/en/integrity>.

With each assignment, students will be required to submit a signed declaration that they are aware of these policies, regulations, guidelines and procedures.

In the case of group projects, all students of the same group should be asked to sign the declaration, each of whom is responsible and liable to disciplinary actions should there be any plagiarized contents in the group project, irrespective of whether he/she has signed the declaration and whether he/she has contributed directly or indirectly to the plagiarized contents.

For assignments in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment.

Assignments without the properly signed declaration will not be graded by teachers.

Only the final version of the assignment should be submitted via VeriGuide.

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 submission. It is common and acceptable to reuse a turn of phrase or a sentence or two from one's own work; but wholesale reuse is problematic. In any case, agreement from the course teacher(s) concerned should be obtained prior to the submission of the piece of work.

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Section 10

Declaration to be attached to assignments

Every assignment handed in should be accompanied by a signed declaration as below.

For group projects, all students of the same group should be asked to sign the declaration, each of whom is responsible should there be any plagiarized contents/ undeclared multiple submission in the group project, irrespective of whether he/she has signed the declaration and whether he/she has contributed directly or indirectly to the problematic contents.

For assignments in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment.

Assignments without the properly signed declaration will not be graded by teachers.

Only the final version of assignment should be submitted via VeriGuide.

I am submitting the assignment for:

- an individual project or
- a group project on behalf of all members of the group. It is hereby confirmed that the submission is authorized by all members of the group, and all members of the group are required to sign this declaration.

I/We declare that the assignment here submitted is original except for source material explicitly acknowledged, the piece of work, or a part of the piece of work has not been submitted for more than one purpose (i.e. to satisfy the requirements in two different courses) without declaration, and that the submitted soft copy with details listed in the <Submission Details> is identical to the hard copy(ies), if any, which has(have) been / is(are) going to be submitted.

I/We also acknowledge that I am/we are aware of University policy and regulations on honesty in academic work, and of the disciplinary guidelines and procedures applicable to breaches of such policy and regulations, as contained in the University website <https://registry.cuhk.edu.cn/en/integrity>.

In the case of a group project, we are aware that each student is responsible and liable to disciplinary actions should there be any plagiarized contents/ undeclared multiple submission in the group project, irrespective of whether he/she has signed the declaration

and whether he/she has contributed directly or indirectly to the problematic contents.

It is also understood that assignments without a properly signed declaration by the student concerned and in the case of a group project, by all members of the group concerned, will not be graded by the teacher(s).

Signature(s)

Date

Name(s)

Student ID(s)

Course code

Course title