

**The University of Hong Kong
Department of Psychology
Departmental Policy/Guidelines on Student Misconduct**

Academic dishonesty will not be allowed and tolerated. The Department of Psychology expected all students work shall conform to the highest standards of academic integrity, which is of utmost importance and the cornerstone of teaching and learning, and all students to abide by the University's expectation of student conduct (refer to HKU Student Handbooks), to act honestly in all forms of assessment, and to avoid plagiarism. Following policies/guidelines set out the principles/practice in handling student misconduct for undergraduate and postgraduate students.

1. Academic misconduct including, but is not limited to:

- 1.1. Plagiarism, which means “...to take and use as one's own, the thoughts, writing or inventions of another” as given by the Oxford English Dictionary. Regulation 6 of the University's Regulations Governing Students' Academic Conduct Concerning Assessment provides “A candidate shall not engage in plagiarism nor employ nor seek to employ any other unfair means at an examination or in any other form of assessment. Plagiarism is defined as direct copying of textual material or willful use of other people's data and ideas, and presenting them as one's own without acknowledgement, whether or not such materials, data and ideas have been published”. Plagiarism covers any form of work submitted for assessment, including theses, dissertations, take-home examinations, assignments, projects and other forms of coursework. It applies to both undergraduate and graduate students. (Students are strongly advised to read the booklets “[What is Plagiarism](#)” and “[Plagiarism and How to Avoid It](#)” and to consult teachers/tutors for any questions about how to avoid plagiarism).
- 1.2. Self-plagiarism is reuse of one's own data or any forms of work that previously submitted by the students without proper acknowledgement/prior approval from lecturers.
- 1.3. Cheating, which may include, but is not limited to:
 - cheating or impersonating another student during examinations/quizzes/tests;
 - using another student's work as one's own, borrowing or stealing the work with or without the knowledge of the other student;
 - using notes, any device/aids during examinations/quizzes/tests without lecturers' permission.
- 1.4. Helping another student in dishonest acts, e.g. a student lends his/her work to another student for copying.
- 1.5. Falsification, fabrication, and misuse of data in any academic exercise.

2. Disciplinary action against any misconduct include:

- 2.1 First offence of academic misconduct:
 - The students will receive a grade of “F” on the component(s) of assessment that contains plagiarized materials or in the course which the misconduct was identified, or any other penalties as considered appropriate.

- The course lecturers will notify the Chief Examiner/Head of Department of the case concerned and issue a warning letter to the students. A permanent record of this event will be placed in the students' file and kept in the Department.
- The Department will report the case to students' home Faculty for consideration of further disciplinary action if necessary.
- The students concerned, for serious cases of misconduct, will be referred to the Vice-Chancellor for referral to the University Disciplinary Committee for disciplinary action. The Disciplinary Committee will investigate the complaint and may impose a wide range of penalties once a student is found guilty of this disciplinary offence. These penalties include a published reprimand, suspension of study for a period of time, and even expulsion from the University.

2.2. Second offence of academic misconduct:

- The students concerned will be referred to the Vice-Chancellor for referral to the University Disciplinary Committee for disciplinary action. The Disciplinary Committee will investigate the complaint and may impose a wide range of penalties once a student is found guilty of this disciplinary offence. These penalties include a published reprimand, suspension of study for a period of time, and even expulsion from the University.

3. Guidelines to Lecturers:

Lecturers will:

- 3.1 Provide students with opportunities to understand the nature and penalty of academic misconduct.
- 3.2 Provide written guidelines about academic honesty and plagiarism to students on course outlines.
- 3.3 Require students to submit a soft copy for all written assignments of which the submitted work will be scrutinized for plagiarism through use of Turnitin. In the event a student submits work contains plagiarized materials, students will be asked to explain themselves to the lecturers.
- 3.4 For suspected and/or proven academic misconduct, interview and caution students as well as take necessary actions as stated in paragraph 2.

4. References:

- Guidelines on Plagiarism of Faculty of Social Science (<http://www.socsc.hku.hk/plagiarism.html>)
- [Plagiarism and How to Avoid It](http://www4.caes.hku.hk/plagiarism/) (<http://www4.caes.hku.hk/plagiarism/>)
- [Regulations Governing Students' Academic Conduct Concerning Assessment](#), The University of Hong Kong
- [Undergraduate Handbook](#) and [Postgraduate Handbook](#), The University of Hong Kong
- [What is Plagiarism?](#) (<http://www.rss.hku.hk/plagiarism>)