

Faculty of Engineering

Procedures for Handling Student Disciplinary Cases (Academic in nature)

- (1) When a suspected case is identified by the course teacher or the teaching assistant(s), the student should be informed of the suspected case. The communication can be by means of face-to-face or online interview or via email communication as determined by the teacher or the teaching assistant.
- (2) The student should be shown the suspected materials, e.g., the suspected plagiarized parts, the suspected cheating materials, etc.
- (3) The student will be asked to indicate clearly if he/she admits or does not admit the charge, give explanation or any information that he/she would like to provide, and sign on the report form.
- (4) The teacher shall submit the case materials, including the information provided by the student concerned and the signed form as stated in (3) to the Faculty Disciplinary Committee (FDC).
- (5) The teacher will not impose any penalty on students before the reported case is resolved by the FDC.
- (6) The teacher will not release the marks / grades of the assessment component in question before the reported case is closed.
- (7) The FDC will form a panel to interview the student concerned, which is a fact-finding interview. The student, when confirm with the Secretariat of FDC for his/her attendance of the interview, can request to attend the interview with an accompanying person. The accompanying person is restricted to: University staff member, current CUHK student, parent, sibling, spouse or registered guardian.
- (8) The interview report, together with the case materials submitted by the teacher and the materials provided by the student, shall then be circulated to FDC members for voting. The Chairperson shall abstain from voting.
- (9) The decision letter will be sent to the student concerned via his/her CUHK email account to inform him/her of the decision of the FDC and the recommended penalties, if applicable.
- (10) Student may lodge an appeal against the decision made by the FDC in writing, to the Senate Committee on Student Discipline (SCSD) via the Secretariat of the FDC, within seven working days of receiving the decision letter. The appellant must put a date on the appeal letter. The Secretariat of the FDC will then forward the appeal, together with the case materials to the SCSD via Academic and Quality Section (AQS), who is the Secretariat of SCSD for consideration. Late appeal shall not be considered.

- (11) To lodge an appeal, the student concerned shall state clearly the grounds of the appeal, including but not limiting to the provision of new evidence or information that has not been made available for consideration by the FDC, and the reasons for not making the evidence or information available earlier. However, pleading for a lower penalty is not considered as acceptable ground.
- (12) Secretariat of SCSD shall inform the appellant of the decision whether the appeal is admitted or not. The decision of SCSD shall be final.
- (13) If there is no appeal received during the appeal period or if the appeal is not admitted to be heard by SCSD, the case is closed and the disciplinary actions shall be implemented forthwith.
- (14) Once the case is closed as mentioned in (14), the decision letter shall be copied to the Department Chairman of the student concerned and the course teacher for follow up on the course component assessment.
- (15) If the recommended penalties involved suspension of studies, termination of studies, or accumulation of three or more demerits, the case will be reported to the Secretariat of SCSD for their jurisdiction regardless of whether the student concerned has lodged an appeal.

The above is only a summarized description. Please refer to the full text of the procedures and the penalty guidelines, which are available at the University's website "Honesty in Academic Work: A Guide for Students and Teachers" at www.cuhk.edu.hk/policy/academichonesty.

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