



Honesty in Academic Work

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CUHK places very high importance on honesty in academic work submitted by students and adopts a policy of ZERO tolerance on academic dishonesty.

Possible consequences of established offences:

- **ZERO MARKS** for assignments/examinations OR **FAILING** the course  **DELAY IN GRADUATION** (to retake failing course) and lower GPA (affecting honours classification)
- Temporary / **PERMANENT demerits** on the transcripts  **AFFECTING scholarship, exchange, internship or job applications**
- Accumulated a total of **THREE demerits or more**  **TERMINATION** from the University
- **SUSPENSION / TERMINATION** from the University
- **LOWERING OF DEGREE CLASSIFICATION** upon graduation

**Examples
illustrating
some
established
cases**

- A) Plagiarism**
- B) Services provided by 3rd party**
- C) Cheating**
- D) Violation of examination rules**
- E) Other acts of Academic Dishonesty**

A) What constitutes plagiarism?

- In general, plagiarism is the **act of using the work of others as one's own**, including the use of a few words or paraphrasing, without properly acknowledging the source. Below illustrates some of the most obvious and substantial type of plagiarism found among students:
 - ✗ Copying directly or using ideas/works from the source, including but not limited to *academic articles, online forums, social media sites, Wikipedia*, without acknowledging the source
 - ✗ Paraphrasing without proper citation
 - ✗ Self-plagiarism, copying one' work without proper citation
 - ✗ Undeclared multiple submissions, refers to reusing one's work without acknowledging that it has already been submitted elsewhere



A) Plagiarism – Examples

- **For Individual Work**



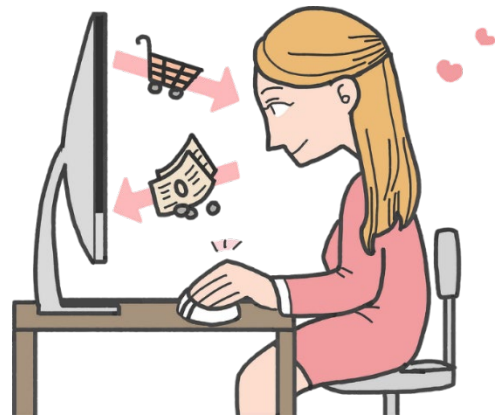
- ✗ Ideas in article A is paraphrased in article B. Student A copied words from article B without proper citation to both primary source (article A) and secondary source (article B).
- ✗ Student A used online translator to translate texts from other languages and quoted the translated content without proper citation.
- ✗ Student A reuses his/her assignment for another course without acknowledging that it has already been submitted elsewhere.
- ✗ Student A copying directly from the source without citing the source properly.



B) 3rd Party Service

- In short, it refers to the **act of purchasing or selling of works (including but not limited to any materials, works, creations and data)**, possibly through third parties, including but not restricted to, classmates, friends, online platforms.
- Examples illustrating cases of different aspects of the category of offence are listed below for reference :

Category of Offence related		Page No.
x	Employing or Using services provided by 3rd party	9
x	Providing services as a 3rd party	10
x	Sharing of materials obtained from a 3rd party to others	11
x	Knowingly using materials obtained by anyone who has employed or used the services provided by 3rd party	12



B) 3rd Party Service – Examples

- **Employing or Using services provided by 3rd party**

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Student sought assistance from a friend to produce / complete, wholly or partly, a final year project submitted for his/her course



x

Student sought inputs from a CUHK friend, who is not taking the course together with him/her, for wholly or partly of the solutions of an assignment via social media / messaging app

Course Hero x

Student registered / paid for an online platform to produce, wholly or partly, an essay submitted for his/her course

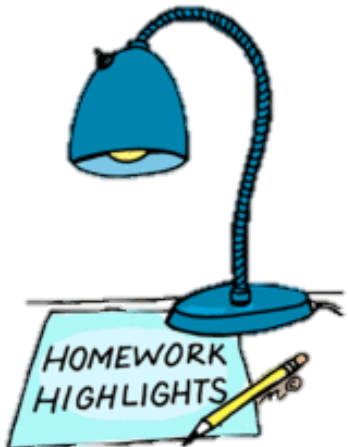
x

Student asked his/her private tutor/secondary school teacher for the answers, wholly or partly, of the assignments/papers/take-home examinations submitted for his/her course



B) 3rd Party Service - Examples

- **Providing services as a 3rd party**
 - ✗ Student B, who is not taking the same class of the same course in the same term, produced / completed, wholly or partly, the term essay for submission by Student A out of friendship.
 - ✗ Student A and Student B took the course together. Student B was paid by Student A to produce / complete, wholly or partly, an essay for submission by Student A



B) 3rd Party Service – Examples



- **Sharing of materials obtained from a 3rd party to others**
- ✘ Student A shared the answers of his/her assignments, which were obtained with or without costs, wholly or partly from a service-providing online platform, with other students in any form of communication, e.g., via social media or messaging app
- ✘ Student C obtained the answers of his/her assignments from Student A, who has obtained the answers with or without costs from his tutor/service providing online platform. Student C shared these answers which s/he obtained from Student A (wholly or partly) with other students in any form of communication, e.g., via social media or messaging app



B) 3rd Party Service - Examples

- **Knowingly using materials obtained by anyone who has employed or used the services provided by 3rd party**
- ✘ Student C shared the answers s/he obtained from an online platform, with or without cost, via social media or messaging app with other students. Student D was among the group of students who received the answers and knew that Student C has obtained the answers from an online platform. Student D use these answers, wholly or partly, in his/her submitted work.



B) 3rd Party Service - Examples

- **Knowingly using materials obtained by anyone who has employed or used the services provided by 3rd party**



Course Hero

x

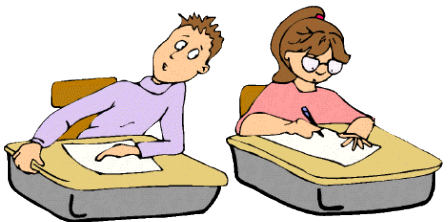
Student A subscribed to a forum of a tutoring company, which provided solutions to sample questions for reference by its subscribers. Student A found a sample question similar to the one of the course s/he is taking and shared the solutions via social media or messaging app. Student C was among the group of students who received the solutions. S/he shared the solutions further to Student D, and Student D knew that the solutions were obtained from a tutoring company. Student D uses these answers, wholly or partly, in his/her submitted work when he takes the course in the following term/year.

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Q:A C) Cheating

Social Science / CUHK

- **Online Examination – Examples**
- ✗ Student A exchanged answers with Student B during examination period, via messaging app or social media.
- ✗ Student A exchanged and discussed the examination answers with Student B during examination period in any form of communication method.
- ✗ Student A allowed Student B to copy his/her examination answers out of friendship.



*****Examination rules are applicable to examinations, quizzes and tests in general, regardless of whether the assessment is to be conducted in online/take-home/open-book mode or to be invigilated, unless specified by the course teacher concerned. Please consult the course teacher concerned for any query regarding the rules for undertaking the examination/quiz/test.**

- **CUHK Examination Rules:**

- http://rgsntl.rgs.cuhk.edu.hk/aqs_prd_applx/Public/Handbook/document.aspx?id=1551&tv=T&lang=en

- **CUHK Online Examination Rules:**

- http://rgsntl.rgs.cuhk.edu.hk/aqs_prd_applx/Public/Handbook/document.aspx?id=1808&tv=T&lang=en

D) Violation of Examination Rules

- **Face-to-face Examination – Examples**
- ✗ Bringing unauthorized materials, e.g. cheat sheet or authorized cheat sheet prepared not following the teacher's instructions to the examination venue
- ✗ Continue writing after “Pens-down” announcement



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- **CUHK Online Examination Rules:**

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E) Other acts of academic dishonesty

- Forging submission date and time
- ✘ Student A forged the submission date and time on VeriGuide and lied to the teacher about his/her actual submission date and time of the assignment



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The Chinese University of Hong Kong

Pocket Reminders

DOs (ALWAYS):

- Produce your original work
- Acknowledge the source(s) and make citation(s) properly, regardless of whether the information is from a primary or secondary source
- Follow the University regulations on honesty in academic work
- Observe & follow the quiz/examination rules and seek clarification from your course teacher immediately for any doubt

DON'T's (NEVER):

- Allow others to copy from your work
- Copy from others' work
- Forget to give credit to the source(s) of any content (including pictures, graphs and statistics) you used in your work
- Forge or falsify any documents
- Communicate/attempt to communicate improperly with other candidates or any other persons during the quiz/examination

Penalty Guidelines

**Extracted from Section 6 of
“*Honesty in Academic Work: A
Guide for Students and Teachers*”:**

<https://www.cuhk.edu.hk/policy/academichonesty/>



Social Science/CUHK

Minimum Penalties

Offence	Minimum Penalties for 1 st Offence
Plagiarism	1. One demerit (shown on transcript) 2. Zero mark for the course component 3. Completion of relevant training in academic honesty
Undeclared Multiple Submission / Self-plagiarism	
Plagiarism in Group Project	All group members are responsible and liable irrespective of whether one has contributed directly/indirectly to the problematic contents.
Distribution/ Sharing/ Copying of teaching materials without teacher's consent to gain unfair academic advantage in the courses	Two demerits
Exam: start reading/writing/typing without permission; continue to write/type after "pens-down" announcement	One demerit





Minimum Penalties

Social Science/CUHK

Offence	Minimum Penalties for 1 st Offence
<p>During Exam/Online examination:</p> <ul style="list-style-type: none">- Carry unauthorized materials or place unauthorized materials on examination desk/nearby furniture- Communicate or attempt to communicate with other candidates- Copy from unauthorized materials/work of another candidate- Attempt to use electronic devices with transmission/photo-taking/data storage functions	<ol style="list-style-type: none">1. One permanent demerit2. Failure grade for the course
<p>Impersonation fraud in tests and examinations</p>	<ol style="list-style-type: none">1. Three demerits (one permanent and two reviewable)2. Failure grade for the course3. Suspension from the University4. Lowering the degree classification upon graduation

Minimum Penalties

Offence

Undertake the examinations/ final year projects/ papers/ essays/ dissertations via the following means:

- a) employing or using services provided by a third party;
- b) providing services as a third party;
- c) sharing of any materials obtained from the employment or use of services provided by a third party to other students; and
- d) knowingly using materials obtained by anyone who has employed or used the services provided by a third party.

Minimum Penalties for 1st Offence

1. Three demerits (One permanent and two reviewable)
2. Failure grade for the course
3. Suspension from the University for one term
4. Lowering the degree classification by one level upon graduation

Note: A third party shall include all parties external to CUHK, including but not limited to online platforms, companies providing tutoring services or essay/ dissertation mills, private tutors, past teachers, alumni of the University, relatives and friends of the student concerned, as well as members of CUHK.

Minimum Penalties

Offence	Minimum Penalties for 1 st Offence
<p>Undertake all other submitted work <u>not mentioned in the previous slide</u> via the following means:</p> <ul style="list-style-type: none"> a) employing or using services provided by a third party; b) providing services as a third party; c) sharing of any materials obtained from the employment or use of services provided by a third party to other students; and d) knowingly using materials obtained by anyone who has employed or used the services provided by a third party. 	<ol style="list-style-type: none"> 1. Two demerits (One permanent and one reviewable) 2. Failure grade for the course <div style="background-color: #e67e22; color: white; padding: 10px; margin-top: 10px;"> <p><u>Note:</u> A third party shall include all parties external to CUHK, including but not limited to online platforms, companies providing tutoring services or essay/ dissertation mills, private tutors, past teachers, alumni of the University, relatives and friends of the student concerned, as well as members of CUHK.</p> </div>

CUHK Academic Honesty Guide at <https://www.cuhk.edu.hk/policy/academichonesty/>

Section 1	What is plagiarism
Section 2	Proper use of source material
Section 3	Citation styles
Section 4	Plagiarism and copyright infringement
Section 5	CUHK regulations on honesty in academic work
Section 6	CUHK disciplinary guidelines and procedures
Section 9	Electronic submission of assignments via VeriGuide
Section 10	Declaration to be attached to assignments
Appendix A	Detailed guidelines on proper use of source material
Appendix B	Proper use of online resources
Reference	Video on Academic Honesty Information on Training on Academic Honesty

Thank you