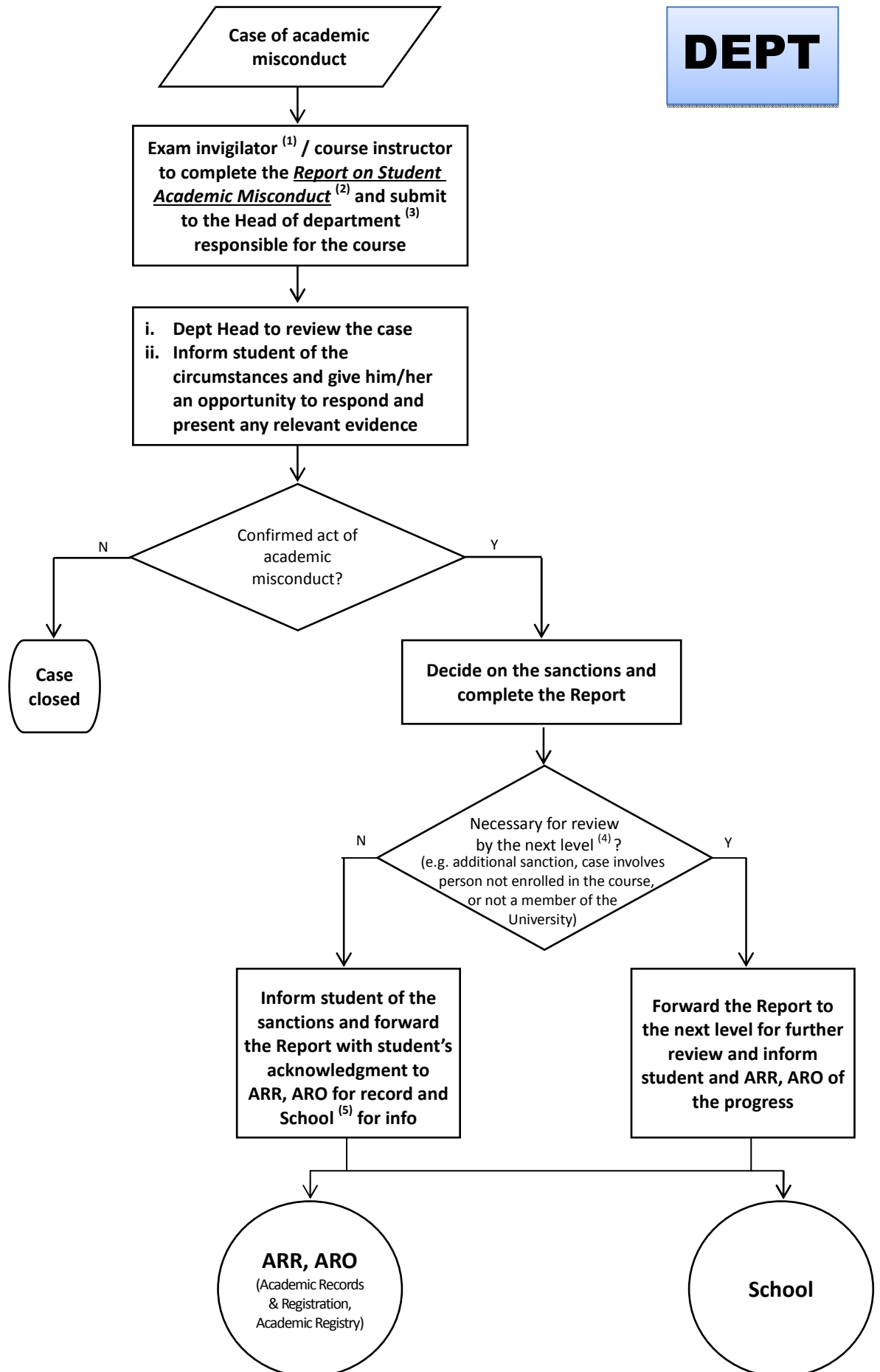
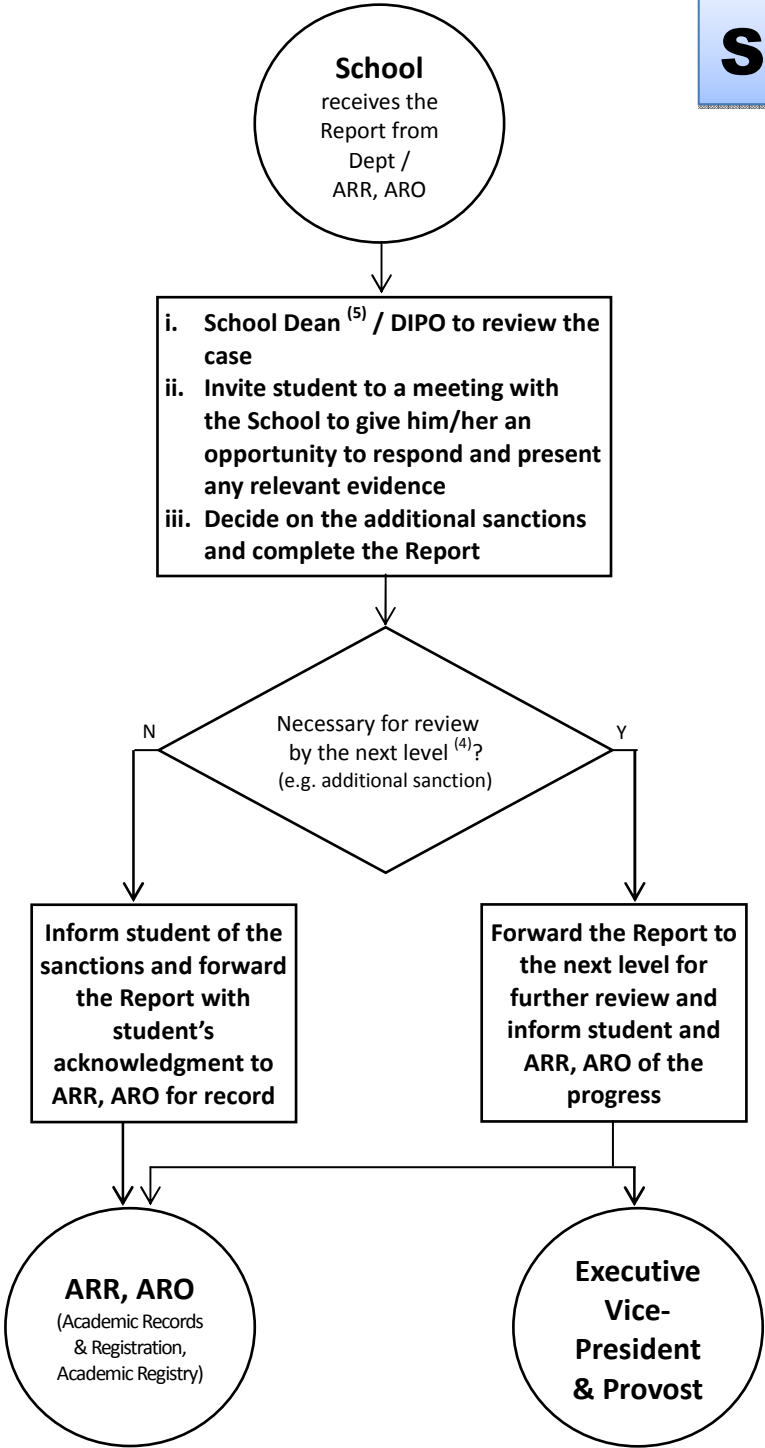


Procedural flow for handling cases of academic misconduct

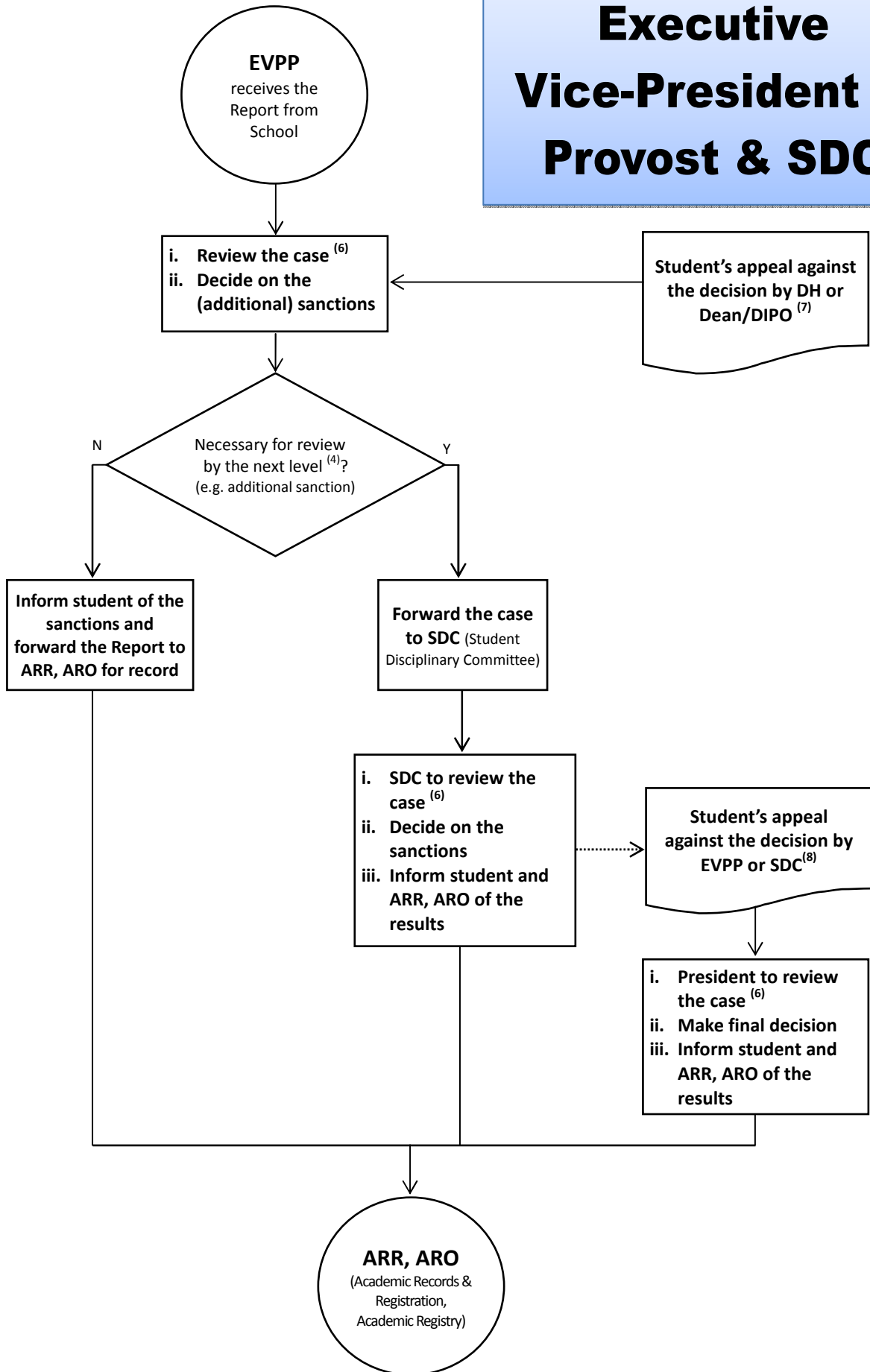


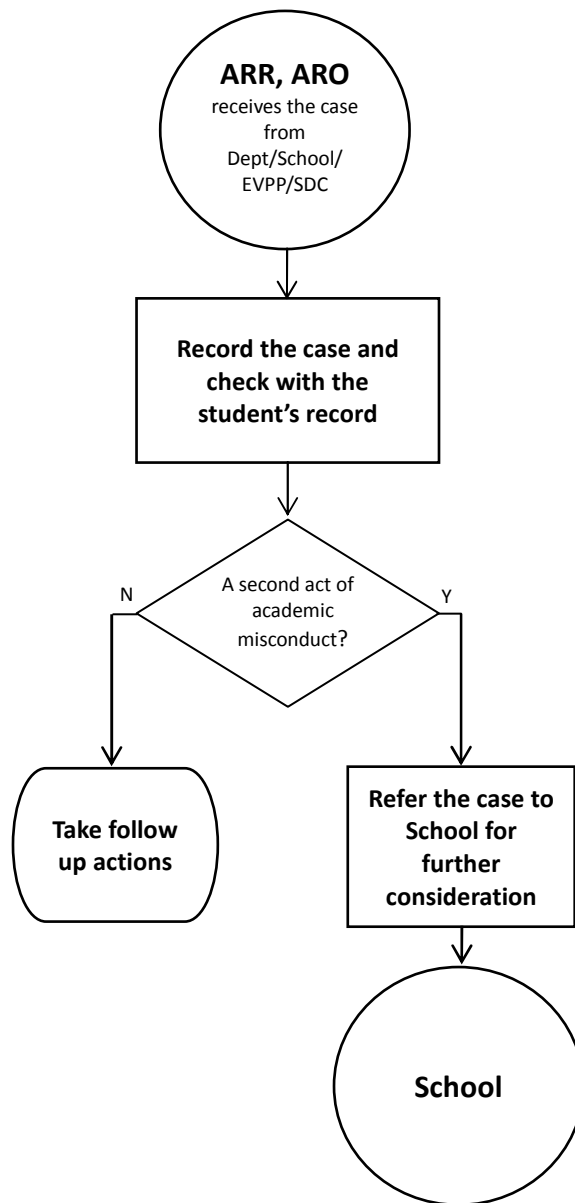
DEPT

SCHOOL



Executive Vice-President & Provost & SDC





Notes:

- (1) Where the invigilator of an examination or test believes that a student has committed an act of academic misconduct the student should be asked to stop writing and leave the examination/test venue. If the student denies the charge of academic misconduct, the invigilator should draw a line on the examination/test script to indicate the point when academic misconduct is suspected and allow the student to complete the examination/test. The invigilator should complete a Report on Student Academic Misconduct indicating the circumstances of the case and forward the Report to the Head of the department responsible for the course.
- (2) A standard template of "Report on Student Academic Misconduct" is available for download at http://arr.ust.hk/reg/forms/SAM_Form_Oct2014.docx . Departments and Schools/IPO should make use of the form for reporting and further referral.
- (3) Department refers to unit responsible for the course.
- (4) Where the case involves students who are not enrolled on the course or program under the Department Head, or there is a possible conflict of interest for the Head, the case should be referred to the Dean/Director IPO responsible for the student's program who will follow-up as necessary. Where the case involves persons who are not members of the University community, the case should be referred to the Executive Vice-President & Provost (EVPP).
- (5) School refers to the student's home School or the School responsible for the student's program
- (6) Students may be invited to attend a meeting to explain the grounds and they may be accompanied by a member of their family or a member of the University community.
- (7) Student who denies the charge of academic misconduct or who believes that the sanctions imposed by the Head of department or the Dean/Director IPO are not appropriate may appeal the decision to the EVPP. The appeal must be made in writing within fourteen days of the student's receiving the decision, stating the grounds for the appeal and including any evidence or documentation not previously submitted.
- (8) Where a case of academic misconduct has been referred to the EVPP or the Student Disciplinary Committee, students may appeal against the decision to the President. The appeal must be made in writing within fourteen days of the student's receiving the decision, stating the grounds for the appeal and including any evidence or documentation not previously submitted. Normally appeals will be considered only on the basis of procedural irregularities or new evidence.