Procedural flow for handling cases of academic misconduct

Case of academic misconduct

Exam invigilator (1) / course instructor to complete the Report on Student Academic Misconduct (2) and submit to the Head of department (3) responsible for the course

i. Dept Head to review the case
ii. Inform student of the circumstances and give him/her an opportunity to respond and present any relevant evidence

Confirmed act of academic misconduct?

Y

Decide on the sanctions and complete the Report

N

Case closed

N

Confirm act of academic misconduct?

Y

Necessary for review by the next level (4) (e.g. additional sanction, case involves person not enrolled in the course, or not a member of the University)?

N

Inform student of the sanctions and forward the Report with student’s acknowledgment to ARR, ARO for record and School (5) for info

Y

Forward the Report to the next level for further review and inform student and ARR, ARO of the progress

ARR, ARO (Academic Records & Registration, Academic Registry)

School
School receives the Report from Dept / ARR, ARO

i. School Dean (5) / DIPO to review the case
   ii. Invite student to a meeting with the School to give him/her an opportunity to respond and present any relevant evidence
   iii. Decide on the additional sanctions and complete the Report

Necessary for review by the next level (4)? (e.g. additional sanction)

Inform student of the sanctions and forward the Report with student’s acknowledgment to ARR, ARO for record

Forward the Report to the next level for further review and inform student and ARR, ARO of the progress

ARR, ARO (Academic Records & Registration, Academic Registry)

Executive Vice-President & Provost
Student’s appeal against the decision by EVPP or SDC

(iii) Inform student of the sanctions and forward the Report to ARR, ARO for record

Forward the case to SDC (Student Disciplinary Committee)

(i) SDC to review the case
(ii) Decide on the sanctions
(iii) Inform student and ARR, ARO of the results

Student’s appeal against the decision by DH or Dean/DIPO

(i) Review the case
(ii) Decide on the (additional) sanctions

Necessary for review by the next level (e.g. additional sanction)

N

Y

ARR, ARO (Academic Records & Registration, Academic Registry)
ARR, ARO receives the case from Dept/School/EVPP/SDC

Record the case and check with the student’s record

A second act of academic misconduct?

N

Take follow up actions

Y

Refer the case to School for further consideration

School
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.