

THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Report on Student Academic Misconduct

From : Head, Department of _____

Date : _____

To : Dean of School of _____ / Director of IPO* and DARR

* Dean/Director IPO responsible for the student's program

Notes :

- (i) Each report will record the case of **ONE** student only.
- (ii) **Section A** is to be completed by the **instructor** for reporting the incident of academic misconduct. This report should then be forwarded to the Head of the course department for review.
- (iii) **For CONFIRMED case of academic dishonesty:**
- **Head of the course department** should complete **Section B** and forward this Report to the Dean/Director IPO responsible for the student's program and the Director of Academic Records and Registration who will keep a record.
 - The **Dean/Director IPO responsible for the student's program** will complete **Section C WHEN** the Head of the course department refers the case to them for further review and additional sanctions.
 - The **student** involved should be asked to sign at the end of the report as appropriate.
- (iv) If it is believed that the best interests of the University will be served, the case may be referred to the Provost and the Student Disciplinary Committee for further reviews.
- (v) A student who denies the charge of academic dishonesty 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 Provost.

Section A : Summary of the Incident (To be completed by the instructor / invigilator)

(1) **Course** (Course code and title of the relevant course)(2) **Student Involved** (Name, Student No., program and year of study)(3) **Summary of the Case** (including the time and place of the offense, evidence collected and steps taken by the Department)(4) **Incident Reported By**_____
Name of Instructor / Invigilator_____
Signature_____
Date

Section B : Summary of Review of the Incident (To be completed by Head of the department responsible for the course)**(1) Summary of Review** (Please attach additional sheet, if necessary)**(2) Conclusion and Sanction**

It is confirmed by the department that the student has committed an act of academic dishonesty. The following sanction will be imposed:

(Please check the box as appropriate)

- ☐ - The case is concluded as indicated above and the student admits to having committed an act of academic dishonesty. The student has been advised of the sanction and that he/she may approach the Student Affairs Office for advice and guidance.
- ☐ - To serve the best interests of the University or where there has been a previous act of academic misconduct, the case may be referred to the Dean/Director IPO responsible for the student's program for review and additional sanctions. **This report will continue in Section C.**
 - The student has been informed that review of the case is required. He/She has also been advised of the sanctions, appeal procedures and that he/she may approach the Student Affairs Office for assistance.
- ☐ - The case is concluded as indicated above. The student denies the charge of academic dishonesty or does not agree to the sanction imposed. He/she has been advised to file an appeal to the Provost.

(3) Incident Reported by

Name of Department Head

Signature

Date

(4) Signature of the Student Involved

I have read through and agreed to the findings and conclusion of the report above.

Student Name and Student ID Number

Signature

Date

Section C : Further Review of the Incident (*ONLY need to be completed by Dean/Director IPO responsible for the student's program if the case is referred to them for review and additional sanctions*)

(1) Summary of Review

(2) Conclusion and Sanction Imposed

(Please check the box as appropriate)

- ☐ - The case is concluded as indicated above and the student admits to having committed an act of academic dishonesty. The student has been advised of the sanction and that he/she may approach the Student Affairs Office for advice and guidance.
- ☐ - To serve the best interests of the University, the case shall be referred to the Provost for review and additional sanctions. The student has been informed that review of the case is required. He/She has also been advised of the sanctions, appeal procedures and that he/she may approach the Student Affairs Office for assistance.
- ☐ - The case is concluded as indicated above. The student denies the charge of academic dishonesty or does not agree to the sanction imposed. He/she has been advised to file an appeal to the Provost.

(3) Further Reviewed by

Name of Dean / Director of IPO

Signature

Date

(4) Signature of the Student Involved

I have read through and agreed to the findings and conclusion of the report above.

Name and Student No.

Signature

Date