

Academic Honesty Policy for Staff and Students

1. Academic Honesty

- 1.1 The Academy is committed to academic excellence and integrity, which is the foundation of its scholastic achievement and quality assurance. To uphold the academic and artistic integrity of the Academy, all members of its community, faculty and students alike, must assume responsibility for providing an educational environment of the highest standards. Faculty and students are expected to be honest in the manner they undertake their academic work.
- 1.2 Academic honesty requires scrupulous ethical behaviour, a collective culture on academic honesty, effective education & authentic assessment, and an effective framework which enables monitoring threats to academic honesty.

2. General Principles of the Policy

- 2.1 This policy is unified and standardised, applying to all Schools and Units across the Academy.
- 2.2 The Policy covers the full range of academic outputs including texts, designs, presentations, images, moving images, compositions, research data and any other work using any media that might be assessed as a required part of a course or programme.
- 2.3 The Policy applies to the whole academic community including students, teachers, researchers, and school administrators.

3. Academic Misconduct

- 3.1 Academic misconduct can apply to both academic work and artistic endeavours. Actions that constitute breaches of academic honesty include, but are not be limited to, the following:
 - 3.1.1 **Plagiarism:** The intentional or unintentional use of all or any portion of another person's work, whether the original source be published or unpublished, without attribution. Examples include (but are not restricted to) the use of another person's ideas, written or spoken words, data, compositions, choreography, scores, recordings, software code or programming, images, moving images, texts, designs, presentations, literary plot or any other work that might be assessed as part or full requirement of a course or programme.
 - 3.1.2 **Collusion:** Assisting another student in any form of academic malpractice, including (but not restricted to):
 - Commissioning another student to create work (wholly or in part) with the intent of presenting it as their own academic endeavour;
 - Obtaining or providing unauthorised assistance on an assessed piece of work;
 - Collaborating on an examination, coursework or test with the intention of syndicating the efforts of two or more students (at the same or different institutions) when not authorised to do so.
 - 3.1.3 **Bribery:** Providing, receiving or soliciting for money or other material gifts or services in return for academic advantage. For more details, refer to these guidelines:
<https://intranet.hkapa.edu/display/SAO/Guidelines>
 - 3.1.4 **Cheating:** Using unauthorised resources, materials or practices in order to gain academic advantage. This includes, but is not limited to, the use, or copying, of another student's examination, quiz or coursework, or engagement with commercial vendor of 'dissertation' or 'assessment' services, alumni, professional, or other person(s) to create work with the intent of later claiming it as their own.
 - 3.1.5 **Falsification of Data:** Inventing or falsifying information or citations with the intent of academic deception.

- 3.1.6 **Sabotage:** Undertaking acts that could disrupt or adversely affect the performance or assessment of another student.
- 3.1.7 **Deception:** Creation of untrue or misleading statements, such as falsely claiming to have submitted work, with the intent of procuring academic advantage.
- 3.1.8 **Multiple Submissions:** Submission of substantial portions of the same work for credit more than once at the same or another institution.

4. Responsibilities

4.1 Academic faculty should:

- (a) Make every effort to read and understand the Academy Academic Honesty Policy and comply with it;
- (a) Reinforce good academic practices, contribute to the Academy culture on academic honesty, and act as role models for students;
- (b) Offer advice and support, aligned with the codes of the Academic Honesty Policy, to students within their teaching;
- (c) Support and advise students engaged in group work, to ensure that collaboratively written documents are referenced to avoid the potential for plagiarism prior to submission;
- (d) Include ethical issues, related to the upholding of academic honesty, within the teaching of research skills and be available to offer advice and guidance to students on these matters;
- (e) Support and act on the Policy;
- (f) Report breaches of academic dishonesty consistently with the Policy;
- (g) Take all reasonable measures to ensure the accuracy of information in their applications for funding; and
- (h) Seek permission from the original copyright owner (e.g., the use of images, music, etc.).

4.2 Students should:

- (a) Make every effort to read and understand the Academic Honesty Policy, and comply with it;
- (b) Reference in their works all materials used directly from any source, including all phrases, sentences, paragraphs, graphs, charts, images and any other kinds of forms or media;
- (c) Ensure an appropriate member of staff is made aware of suspected academic misconduct; and
- (d) Students seek and obtain permission from the original copyright owner (e.g., the use of images, music, etc.).

5. Dealing with Allegations of Academic Misconduct

5.1 Principles of the Conduct of the Procedures.

- 5.1.1 Allegations of academic misconduct should be dealt with carefully and sensitively, in a manner ensuring equity, consistency, procedural fairness, timely resolution and further learning.
- 5.1.2 In this regard, there should be an initial assessment to determine whether there is a prima facie case for investigation. Should a formal investigation be conducted, it should determine whether academic misconduct has been committed. Where appropriate, the Academy will take legal advice on implementing these procedures to ensure that they comply with all legal obligations for the conduct of such investigations.

- 5.1.3 The identity of any individual(s) reporting suspected misconduct shall be kept confidential wherever possible.
- 5.1.4 In line with clauses 4.1.f, 4.1.g and 4.2.c in this document, it is the responsibility of all employees and students of the Academy to report breaches of the Academy's Policy to the relevant Course/Programme Leader, Dean of School or Head of Academic Unit (i.e. Complementary Studies and Performing Arts Research and Postgraduate Studies), as appropriate.
- 5.2 Cases Relating to Staff
- 5.2.1 Allegations of academic misconduct in which a staff member is wholly or jointly accused, should be reported to the Dean of the School or Head of Academic Unit. If such academic misconduct is established, disciplinary action will be taken against the staff who is found to be in contravention of Academic Honesty Policy. Staff disciplinary issues will be managed through the Academy's staff disciplinary procedures.
- 5.3 Cases Relating to Students
- 5.3.1 Where a breach of the Academic Honesty Policy is suspected by, or reported, to a tutor, Course Coordinator/Major Leader/Programme Leader, this must be reported to the relevant Dean of School or Head of Academic Unit, as appropriate.
- 5.3.2 Where an anonymous allegation comes to the attention of an individual, it must be reported to the Dean of School or Head of Academic Unit, as appropriate. There are cautions that need to be made regarding anonymous allegation to strike a balance between enforcement of policy and regulations and accusations devoid of all the details the student concerned would need to defend himself/herself. In case of doubt, such cases should be brought to the attention of the BPE/BUE for directive.
- 5.3.3 A senior member of faculty (case officer), decided upon by the Dean of School/Head of Academic Unit, will in consultation with the reporting student, teacher or other relevant staff, formulate a clear expression of the alleged conduct, in the form of a concise written report, and make an initial assessment of whether it constitutes academic misconduct.
- 5.3.4 If the initial assessment concludes that the alleged conduct did not amount to academic misconduct, a case report should be submitted to the School Management Committee (SMC) via the School Teaching and Learning Committee (STLC) or the Complementary Studies Management Committee (CSMC) via the Complementary Studies Teaching and Learning Committee (CSTLC) or via Head of Performing Arts Research [H(PAR)] & Postgraduate Studies Coordinator for information.
- 5.3.5 If the initial assessment concludes that the case may constitute academic misconduct, the case report will be submitted to the SMC or CSMC via the STLC or CSTLC or H(PAR)&Postgraduate Studies Coordinator for consideration.
- 5.3.6 Following 5.3.5, allegations will be discussed by the SMC or CSMC with recommendations for disciplinary actions where appropriate.
- 5.3.7 If additional investigation is deemed necessary, an ad hoc panel of the SMC or CSMC will be formed. The ad hoc investigatory panel will consist of three members of academic or senior administrative staff, chaired by the Dean of School/Head of Academic Unit leading the investigation. Two members of the investigatory panel, other than the chair, should be regular members of the SMC or CSMC. A member of the administrative team should be present, in the role of secretary, to minute proceedings of the ad hoc investigatory panel. Upon conclusion of the ad hoc panel's investigation, its findings shall be reported back to the SMC/CSMC where recommendations for disciplinary action(s) will be decided.
- 5.3.8 Where an ad hoc investigatory panel is formed, the accused student(s) should be notified in writing and permitted to continue their study pending final disposition of the case. Students required to be interviewed should usually be provided with a minimum seven calendar days' notice. The student attending interview can nominate a single supporting representative who can be his/her academic advisor or a member of the

teaching team not involved in the investigation, to attend the interview with him/her. Where multiple students are required to meet with the panel, they should be interviewed separately.

- 5.3.9 The investigative panels should meet prior to the meeting with the student concerned in order to discuss the allegation(s), investigation to date, and plan questions and lines of enquiry.
- 5.3.10 The SMC/CSMC should treat incidents on a case-by-case basis. Recommendations for disciplinary actions may include:
- (a) Requirement for a re-submission of work;
 - (b) Deduction of marks from affected elements of a course;
 - (c) Disqualification of the specific work affected with a recorded grade of F;
 - (d) Failure grade F for the course concerned;
 - (e) Disciplinary probation for a specified period during which any further misconduct may constitute the grounds for suspension or expulsion from the Academy;
 - (f) Suspension from studies at the academy for a specified period;
 - (g) Expulsion from the Academy; or
 - (h) Combination of the above.
- 5.3.11 At the commencement of the reported disciplinary case handled by School/Academic Unit, the relevant Dean/Head of Academic Unit will determine the shortest time possible to complete the investigation depending on the circumstances. .
- 5.3.12 Where the SMC/CSMC's recommendations on a case impact assessment results they shall be reported to Board of Undergraduate Education (BUE)/Board of Postgraduate Education (BPE) for approval. Where the recommendations on a case impact student status leading to expulsion from the Academy, they shall be reported to Academic Board for approval via the BPE/BUE.
- 5.3.13 At the close of an investigation, students will be provided with the findings and details of any disciplinary action in writing.
- 5.3.14 SMC shall report students' disciplinary cases concerning academic misconduct with decisions/recommended disciplinary actions to the BPE/BUE. BPE/BUE may receive the report or make disciplinary decisions on the basis of the SMC/CSMC's recommendations or may form an ad hoc Student Disciplinary Panel to review cases concerning academic misconduct submitted by SMC/CSMC as and when deemed necessary.
- 5.3.15 Where an accusation covers non-academic misconduct and/or has the potential to include breaches of non-academic misconduct policies, for instance where sabotage is accused, SMC/CSMC should report its findings with decisions/recommended disciplinary actions to the Student Affairs Committee. The Student Affairs Committee may receive the report or make disciplinary decisions on the basis of the SMC/CSMC's recommendations or may form an ad hoc Student Disciplinary Panel to review cases concerning non-academic misconduct submitted by SMC/CSMC as and when deemed necessary. Boards and Committees' delegated power to handle academic and non-academic misconduct is outlined in **Appendix A1**.

Students' Appeals

- 5.3.16 Students will be entitled to follow the appeals process, as outlined in the Procedures for Resolution of Students' Grievances, upon notification of the decision. The Student Appeals Committee adjudicates and makes decisions on a student's appeal against academic and non-academic related disciplinary decision(s) made at Stage 1 stated in the Procedures for Resolution of Students' Grievances.
- 5.4 The Flowchart of Investigative Process at the School and Academic Unit level is at **Appendix A2**.

6. Sharing Concepts and Practices

- 6.1 Teachers and researchers are normally familiar with the concepts and practices of academic honesty, therefore regular introductory workshops may not be necessary. Rather, they should be kept abreast of changes in the Policy and how such changes might apply to their work.
- 6.2 New staff should be introduced to the Policy as part of their induction to ensure clarity regarding their role in upholding academic honesty.
- 6.3 Students should be supported in learning the value and importance of academic honesty. Introduction to the Policy should take place during the New Student Orientation by their respective Schools and the Student Affairs Office (SAO).
- 6.4 Students should be educated in academic writing and referencing conventions of their discipline at an early stage preferably in the first semester of their programme. This will be carried out through a formal course, a dedicated workshop by their School or via platforms made available through EDuIT or the Library. Online reference management tools that assist in referencing may also be introduced where appropriate.
- 6.5 Students must submit a signed statement of compliance when submitting major pieces of work such as dissertations for assessment, presentation or publication. There are many approaches to acknowledging sources. Schools/ academic Departments/ Centres should provide appropriate guidance to their students. In general, APA, MLA, or Chicago style is used in the Academy. Further information is available via the library website: https://libguides.hkapa.edu/plagiarism_prevention.
- 6.6 Capstone written assessments, including but not restricted to essays and exegesis, are subject to a mandatory similarity check via text-based similarity detecting software, such as VeriGuide. The report generated must be submitted to the student's assessor for their consideration.

7. Operational Guide

- 7.1 The operational guide to implement the Academic Honesty Policy is at **Appendix A3**.

Boards and Committees' delegated power to handle academic and non-academic misconduct

AB

To approve BPE/BUE/SAC's recommended expulsion from the Academy as a disciplinary action regarding a student's academic and/or non-academic misconduct.

BPE/BUE

Academic Misconduct of Students

1. To approve SMC's recommendations regarding students' academic misconduct and associated disciplinary action.
2. To approve recommendations made by ad hoc Student Disciplinary Panel about academic misconduct and related disciplinary actions referred to the BPE/BUE by SMC/CSMC or as determined by the BPE/BUE as and when necessary.
3. To endorse expulsion from the Academy as a disciplinary action regarding a student's academic misconduct for AB's approval.

Student Affairs Committee

Non-academic Misconduct of Students

1. To approve SMC's recommendations regarding students' non-academic misconduct and associated disciplinary action.
2. To approve recommendations made by ad hoc Student Disciplinary Panel about non-academic misconduct and related disciplinary actions referred to the Student Affairs Committee by SMC/CSMC or as determined by the Student Affairs Committee as and when necessary.
3. To endorse expulsion from the Academy as a disciplinary action regarding a student's non-academic misconduct for AB's approval.

SMC/CSMC

Academic and Non-academic Misconduct of Students

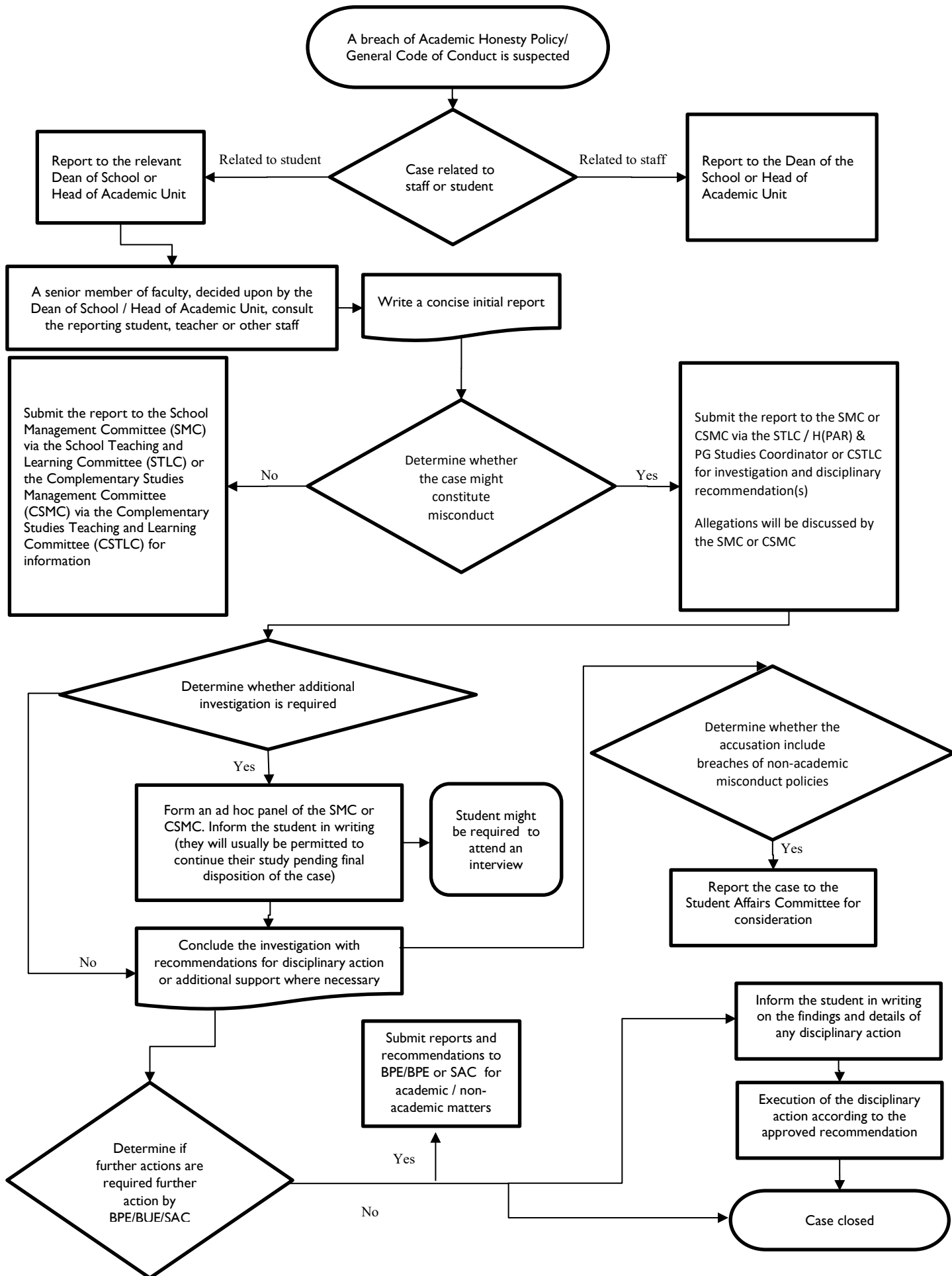
1. To approve STLC/H(PAR)&Postgraduate Studies Coordinator /SCTLC's recommendations and report to BPE/BUE regarding students' academic misconduct and associated disciplinary action.
2. To make recommendations for approval by BPE/BUE regarding students' academic misconduct and associated disciplinary action.
3. To make recommendations for follow-up by Student Affairs Committee regarding students' non-academic misconduct and associated disciplinary matters.
4. To consider cases of student indiscipline. In cases of academic misconduct (under the terms of the Academic Honesty Policy) and non-academic misconduct, to investigate (through the formation of an ad hoc investigatory panel) and recommend disciplinary action where necessary.

STLC/CSTLC

Academic and Non-academic Misconduct of Students

1. To make recommendations for approval by SMC/CSMC regarding students' academic misconduct and associated disciplinary action.
2. To make recommendations to SMC/CSMC for approval by BPE/BUE regarding students' academic misconduct and associated disciplinary action.
3. To make recommendations to SMC/CSMC for follow-up by Student Affairs Committee regarding students' non-academic disciplinary matters.

Flowchart of Misconduct Investigation Process at School and Academic Unit Level



Operational Guide to Implement Academic Honesty Policy

1. The Library provides a 1.5-hour session to all Year-1 non-exempted students in the compulsory course “University English 1” in Week 7 of Semester 1 or 2, starting from year 2020/21. For those exempted students, the Library provides the relevant materials and invites them to the library workshops on a voluntary basis.
2. A short online Canvas course (including a lecture-style voice-over-PPT / animation, a copy of the policy, and concluding quiz) is made available in Semester 1 by EDuIT. This supplements, or can be used as part of, the library induction for students.
3. A presentation pack (including PowerPoint slides) being developed by EDuIT will be available from the start of the Academic year 2020/21 for inductions with new staff.
4. A [Library Guide on Plagiarism and Citations](#) is promoted in workshops, events, and on the T&L website.
5. EDuIT and the Library continue to work to collaborate with the VeriGuide development team to develop a Canvas integration that automates the process of similarity checking written documents.
6. The Library organises relevant workshops for all staff and students.