

**CITY UNIVERSITY OF HONG KONG
SCHOOL OF ENERGY AND ENVIRONMENT**

Procedures for Handling Academic Dishonesty Cases

- (1) The procedures for handling academic dishonesty cases are approved for implementation with effect from Semester A 2019/2020.
- (2) The School intends to make students recognize the importance of academic honesty. Appropriate penalty must be imposed for offenders of academic honesty.
- (3) Details of the procedures are as follows:

For cases concerning **undergraduate** courses:

a. Continuous assessments (e.g., assignments) other than mid-term tests

The penalty, i.e., reducing the mark earned by all offenders to zero, is to be consistently imposed by Course Leaders of all courses for any form of academic dishonesty. The Associate Dean (Undergraduate Studies) and/or Major Leaders can act as moderators if necessary.

b. Mid-term tests

The cases will be referred to the Associate Dean (Undergraduate Studies) and/or Major Leaders to impose the appropriate penalty. For cases deemed serious (i.e., based on the degree of deceit), they will be referred to the School Academic Conduct Committee (SACC) for further handling.

c. Final examinations

The cases will be referred to the SACC for further handling.

For cases concerning **postgraduate** courses:

d. Continuous assessments (e.g., assignments) other than mid-term tests

The penalty, i.e., reducing the mark earned by all offenders to zero, is to be consistently imposed by Course Leaders of all courses for any form of academic dishonesty. The Associate Dean (Research and Graduate Studies) and/or MSc Programme Leader/PhD Coordinator can act as moderators if necessary.

e. Mid-term tests

The cases will be referred to the Associate Dean (Research and Graduate Studies) and/or MSc Programme Leader/PhD Coordinator to impose the

appropriate penalty. For cases deemed serious (i.e., based on the degree of deceit), they will be referred to the SACC for further handling.

f. Final examinations

The cases will be referred to the SACC for further handling.