

Additional Information on Educative Approach to Addressing Academic Honesty Issues

At present, the Academic Conduct Committee (ACC) under the Academic Policy Committee (APC) determines and maintains the Rules on Academic Honesty (the Rules), as well as the procedures for dealing with rule violations. To further strengthen the ACC's monitoring role, the APC in May 2018 approved several enhancement measures. The University seeks to better monitor and analyse breaches of academic honesty across Colleges/Schools as follows:

- (a) The terms of reference of the ACC have been updated to explicitly articulate the role of the ACC in monitoring and analysing all breaches of academic honesty; and
- (b) The mechanisms for monitoring and analysing breaches of academic honesty—through a set of regular procedures and the review of appeal requests—have been established and promulgated to all academic units for thorough and consistent implementation¹.

CityU has adopted an educative approach to acquaint students with the importance of academic honesty as well as the effective ways of practising academic integrity.

- (a) All CityU students, covering sub-degree, undergraduate and postgraduate levels are required to complete an online tutorial and quiz, and then fill out an online declaration on academic honesty in their first semester of study. Details of this educative approach are available at http://www.cityu.edu.hk/provost/academic_honesty/university_requirement_on_academic_honesty.htm;
- (b) To highlight the importance of academic honesty and intellectual property, a promotional pamphlet (<http://www.cityu.edu.hk/provost/files/IPnAH.pdf>) is being issued to new students during student orientation, while an official University announcement from the Provost is sent to all new students at the onset of every new academic year (see **Annex 1**);
- (c) The principles of academic honesty have also been integrated into the compulsory English courses for all undergraduate students. Students are reminded of the importance of academic honesty, are taught the reasons as well as mechanisms for the accurate and honest acknowledgement of sources, and are assessed on their ability to do so as part of the provided academic training;
- (d) With a view to familiarising research students with fundamental principles of research integrity, enhancing awareness of research integrity issues, and encouraging responsible conduct of research, CityU has approved the introduction of a compulsory online training course on research integrity for all research students from Semester A 2018/19 onwards. On top of this, research students are still required to complete the University's online tutorial and declaration on academic honesty; and
- (e) To provide continuous and timely support to our students throughout their study, the CityU library offers regular information skills workshops in relation to citing sources and preventing plagiarism. In addition, an online guide on 'Citing Sources of Information' (<http://libguides.library.cityu.edu.hk/c.php?g=423781&p=2895384>) provides students with handy advice on commonly used citation styles.

CityU will regularly review the established system and introduce appropriate enhancements through internal procedures to ensure that the quality of academic scholarship is well maintained.

¹ Document to be submitted separately to the Quality Assurance Council for reference.

From: Office of the Provost <prvt@cityu.edu.hk>
Sent: Monday, September 03, 2018 9:37 AM
To: Hidden-list
Subject: University Announcement: University Announcement: University requirement on academic honesty



Dear Students,

Welcome to City University of Hong Kong!

The CityU brand of professional education emphasising discovery and innovation provides all students with the opportunities to make original discoveries. Smart new ideas – often called “intellectual property” (IP) – are the currency of the 21st century knowledge economy. Like money, however, ideas may be stolen. Society protects the value of ideas through laws and regulations that safeguard IP. In the University, rules regarding academic honesty protect the value of academic scholarship by ensuring that the words, graphics and ideas of individuals are properly credited to them.

What does this mean to you as a student? Simply put, you are expected to present your own work, give proper acknowledgement of other people’s work, and honestly report your scholarly findings. Violations of academic honesty are regarded as serious offences in the University. Acts such as plagiarism and fabrication of research findings can lead to disciplinary action. Penalties may include failure in a course, but in the most serious cases expulsion from the University or deprivation of an academic award already conferred may occur.

As part of the University’s efforts to promote a culture of academic honesty, all new students admitted in Semester A 2018/19 must read an online tutorial and take an online quiz. Once students have done this, they must submit an online declaration **by 30 November 2018** through the [academic honesty website](#). Students failing to complete the requirement by the deadline will not be able to access their course grades online. Therefore, please read the [Rules on Academic Honesty](#) and complete the online declaration as soon as possible. Claiming not to know the Rules on Academic Honesty will not be accepted as an excuse for breaking them.

At its heart, academic honesty is really about personal and professional integrity. By following principles of academic honesty, you will feel proud of your academic achievements, and you will take an important step toward a successful professional career. You will also feel more confident that your own intellectual property is protected. If you have any questions about academic honesty, please contact us through ahonesty@cityu.edu.hk.

Thank you for your cooperation and best wishes for success at CityU!

Professor Alex Jen

Provost

Additional Information on Establishing a Framework of Continuing Professional Development

CityU attaches great importance to professional development of its staff. For this reason, the University maintains a comprehensive staff development policy. In response to the Audit Panel's suggestion for establishing an institutional staff development framework, the Office of the Education and Gateway Education (EDGE) has taken the following actions to strengthen this policy.

Review of Existing Support

Before devising an overarching framework for professional development, EDGE first reviewed the existing support available at the University. To gauge the needs of its staff, EDGE conducted surveys with Associate and Assistant Professors at CityU in 2017 and 2018. The surveys identified topics which are considered as germane to teaching and learning improvement. Additionally, focus group meetings were conducted with staff who participate in EDGE activities. With the collected data, EDGE has taken a number of initiatives to enrich and enhance its online courses and its resource library for teachers. Online course series for new faculty and PhD students have been newly created or updated, as reported in the Progress Report (R. 4.1). These new course offerings will form the major components of the generic staff development plan for CityU faculty and teaching staff.

External Benchmarking

EDGE has also made reference to the professional development programmes of several local institutions and overseas universities (ranked among the QS Top 100) and their practices. A benchmarking exercise compared the following aspects of the programmes offered by different institutions:

- Objectives
- Components
- Targeted participants
- Duration
- Nature (Mandatory or optional)

As a result of the benchmarking, which was completed in the second quarter of 2018, EDGE has developed a preliminary generic staff development plan. This plan is intended to set the generic minimum standards (e.g. the number of suggested engagement hours and modules) for new teachers, both full-time and part-time. The plan also addresses the needs of existing teachers who want to refresh their knowledge of teaching and learning matters for continuous improvement. While EDGE oversees general professional development training, specialized staff development is proposed to be covered by individual academic departments.

The generic staff development plan will be submitted to the University's Quality Assurance Committee for further deliberation by May 2019. The target implementation time is the 2019/20 academic year.

Minimum Guidelines for Professional Development

Along with the generic staff development plan, the Associate Provost (Quality Assurance) is planning to compile Minimum Guidelines for Professional Development. The document will propose the minimum professional development expectations for new staff, define the role of heads of academic units in terms of professional development support, and recommend the relevant means of recognition for participation in professional development activities. The Minimum Guidelines will be put forth to relevant University committees for consideration before the end of the 2018/19 academic year.