# Faculty of Engineering
# The Chinese University of Hong Kong

## Prof. Philip Fu

## Associate Dean (Student Affairs)

**15 August 2023**

# Welcome to CUHK Engineering!
# Congratulation!

# Welcome to CUHK Engineering!

Ho Sin-Hang Engineering Building **(SHB)**
何善衡工程學大樓

William M.W. Mong Engineering Building **(ERB)**, *not (MMW)*
蒙民偉工程學大樓

# Presentation Outline

- Introduction of the Faculty
- Academic Advising
- Academic Honesty

The main purpose of today's presentation is to give you information and reminders, so you may take note during my presentation.

# CUHK's Faculty of Engineering

**Six Academic Departments**

- Biomedical Engineering (BME)

- Computer Science & Engineering (CSE)

- Electronic Engineering (EE)

- Information Engineering (IE)

- Mechanical & Automation Engineering (MAE)

- Systems Engineering & Engineering Management (SEEM)

# CUHK Engineering (Undergraduate Programmes)

## Ten Degree Programmes

- Artificial Intelligence: Systems and Technologies (AIST)
- Biomedical Engineering (BMEG)
- Computer Engineering (CENG)
- Computer Science (CSCI)
- Electronic Engineering (ELEG)
- Energy and Environmental Engineering (EEEN)
- Financial Technology (FTEC)
- Information Engineering (IERG)
- Mechanical & Automation Engineering (MAEG)
- Systems Engineering & Engineering Management (SEEM)

## Four Interdisciplinary Programmes

- Computational Data Science (CDAS)
- Interdisciplinary Data Analytics and X Double Major Programme
- Learning Design and Technology (LDTE)
- Mathematics and Information Engineering (MIEG)

# Presentation Outline

- Introduction of the Faculty

- Academic Advising

- Academic Honesty

香港中文大學
The Chinese University of Hong Kong

# Academic Advising for First-Year Students

# The need …

- **Study and life in the university differ in many ways from those in your secondary schools**

- Study planning, scheduling, time management, extracurricular activities, financial assistance, hostel life, exchange, internship, research opportunity, career planning, …

**Still, you should study hard**

# Important Academic Regulations

- **Academic Probation** (10.0 of <u>student handbook</u>)

    - A student shall be put on **"first academic probation"** if s/he has obtained **a grade point average (GPA) below 1.5** in the preceding term, unless s/he is required to discontinue his/her studies.

    - A student shall be put on **"extended probation" if s/he failed to lift the first academic probation** in the preceding term unless s/he is required to discontinue his/her studies.

    Note: **A student shall take a maximum of 12 units per term during first probation, and a maximum of 9 units per term during extended probation.**

# Important Academic Regulations

- **Discontinuation of Studies** (10.0 of student handbook)

  A student shall be <u>required to discontinue studies</u> at the University if:

  (a) the grade point average (GPA) in a term is below 1.0 for two consecutive terms of attendance; or

  (b) fails in more than half of the units of courses taken in a term for two consecutive terms of attendance; or

  (c) obtains a grade point average below 1.0 or fails in more than half of the units of courses taken in a term, unless permission to continue studies is obtained; or

  (d) fails to have probation lifted after s/he has been put on academic probation for two consecutive terms of attendance; or

# Important Academic Regulations

- **Discontinuation of Studies** (10.0 of student handbook)

  (e) after two attempts, s/he still fails to meet the minimum grade required for specified courses or pass the relevant examinations (if any) as prescribed by his/her Major Programme; or

  (f) fails to fulfill all requirements for graduation within the years specified in University Regulations.

  The above is only part of the University Regulations extracted for reference. You must check and get yourself familiar with the General Regulations Governing Full-time Undergraduate Studies for the latest full version:

  http://rgsntl.rgs.cuhk.edu.hk/aqs_prd_applx/

# Level-1 Academic Advisors

- **Each new student will be assigned a Level-1 academic advisor, who is a professor/ lecturer**



- **Advisor's role:**
  - ➤ **To provide advice and assistance on academic development, study planning, life adjustment**
  - ➤ **To refer students to other supporting units in the university for assistance**
  - ➤ **To collect students' feedback to improve the curriculum, teaching and learning**
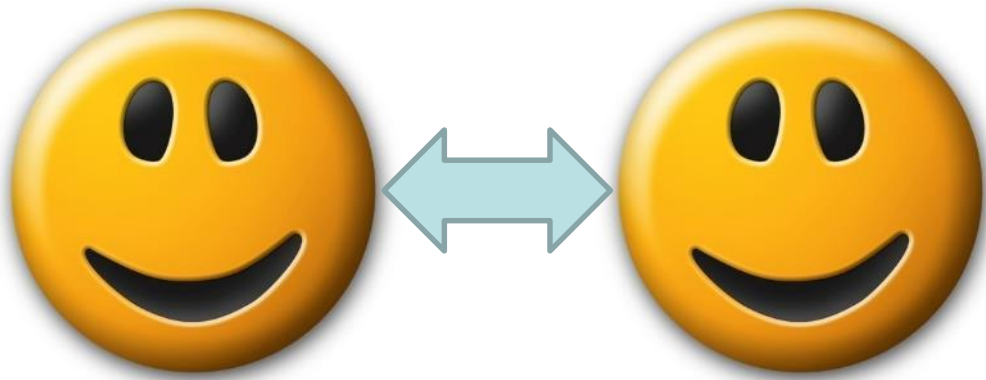
- **1ˢᵗ encounter**
  - **Your Level-1 advisor will meet you at least once per term**

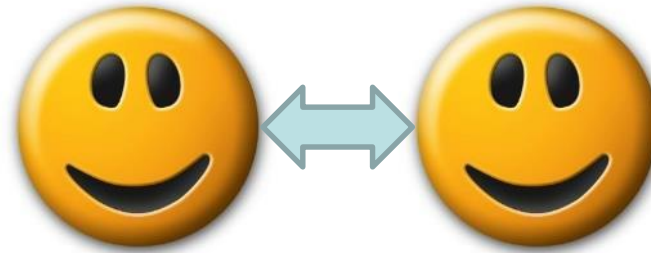- **Individual meetings at any time initiated by students are welcome**

**Advisor-Advisee Interaction**
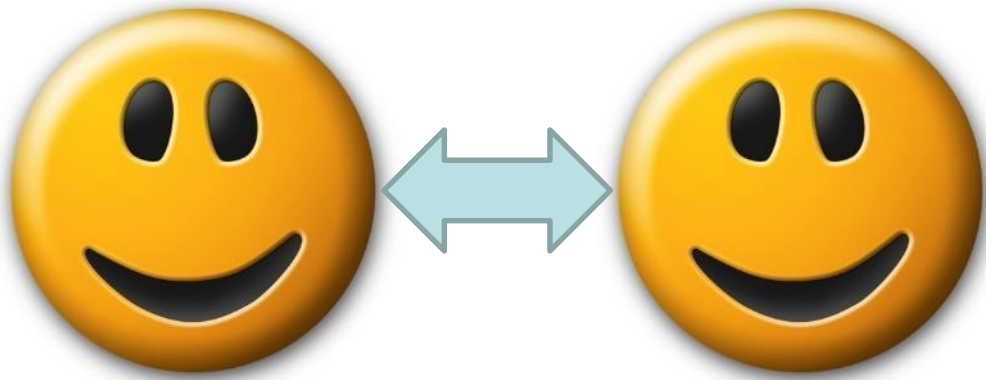
- **Don't default the appointment with your academic advisor.**

- **They are ready to listen to you and get to know you more!**

**Advisor-Advisee Interaction**

# Connecting to your advisors

- **You can find who is your Level-1 advisor on CUSIS**
- **Your advisor's office location, telephone number and email can be found from the faculty website**
- **Come to your Major Department whenever you need help**
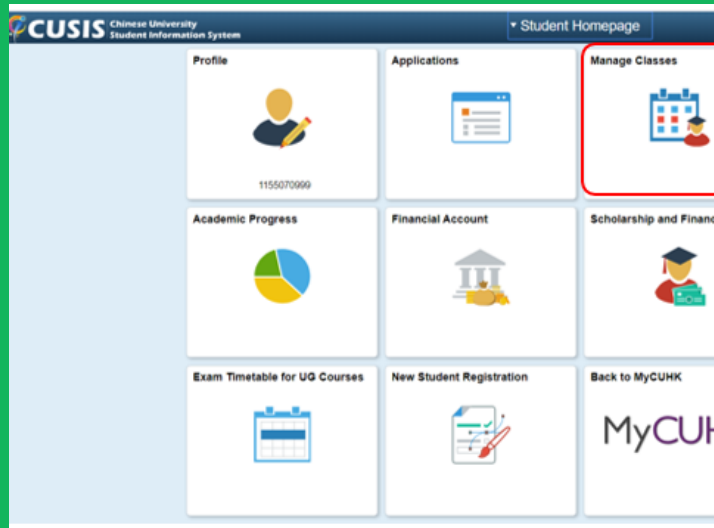
# Level-2 Academic Advisors

- **In case your academic performance is unsatisfactory, you will be prescribed to meet with a Level-2 Academic Advisor**

- **Major Departments will inform students the exact arrangements**

# Time Management is important!

- **Don't over-estimate yourself**
- **Balance between "studies" and "student activities"**

**Still, you should study hard**

# Financial Aid

| Local Students | Non-local Students |
|---|---|
| • University Bursaries and Loans are available to supplement the Tertiary Student Finance Scheme (TSFS) provided by the Government | • Approach the Scholarships and Financial Aid Section to discuss your needs when having financial difficulties |

https://admission.cuhk.edu.hk/aid/university.html

# Special Education Needs (SEN)

Concerning the "learning needs" of SEN students:

1. Attention-deficit / Hyperactivity Disorder
2. Autism Spectrum Disorder
3. Hearing Impairment
4. Mental Illness
5. Physical Disability
6. Specific Learning Difficulties
7. Speech and Language Impairment
8. Visceral Disability / Chronic Illness
9. Visual Impairment

# Special Education Needs (SEN)

CUHK provides various support, e.g.,

1. Learning Support
2. Campus Accommodation and Transportation
3. Campus Accessibility
4. Scholarship & Financial Assistance
5. Psychological Counselling & Support
6. Career Counselling & Advisory

# Special Education Needs (SEN)

| Case 1: Eligible Students with SEN | Highly encouraged to self-report their SEN to the university |
| | Complete the online registration form and submit relevant supporting document online |
| | Being notified via email to schedule a meeting with SEN Service Manager to go through the application |

Online Registration Form:
https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=13667823

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# Special Education Needs (SEN)

| Case 2: Students not diagnosed before but with suspected features | Schedule an appointment to meet with SEN Service Manager for preliminary assessment; or |
| --- | --- |
| | Visit the University Health Service for assessment by general practitioner and psychiatrist |
| | In case diagnosed a certain type of SEN, a student will be eligible to register with SEN Service |

# Special Education Needs (SEN)

For more information about SEN, you may check out the website of "Office of Student Affairs" (OSA): https://www2.osa.cuhk.edu.hk/sens/en-GB/information-on-sen

**Contact for SEN Service:**

Tel: (852) 3943 5441 / 3943 0338

E-mail: sens@cuhk.edu.hk

Address: Room 311, 3/F, Pommerenke Student Centre

# **Other Learning Experiences**

# Placement and Internship Programme (PIP)

- Full-year Work Study

  (for penultimate-year students)

- Summer Internship

- Details could be found at:



http://pip.cintec.cuhk.edu.hk

# Student Exchange (Term-time)

- Opportunities at University / Faculty / College level

- Details can be found at Office of Academic Links (OAL): http://www.cuhk.edu.hk/oal/

- Exchange opportunities exclusively for Engineering students
    - UK (e.g., UCL)
    - USA (e.g., UIUC, UPenn, Georgia Tech, Dartmouth)
    - Singapore (e.g., NUS)
    - Switzerland (e.g., EPFL)
    - France (e.g., TELECOM SudParis)
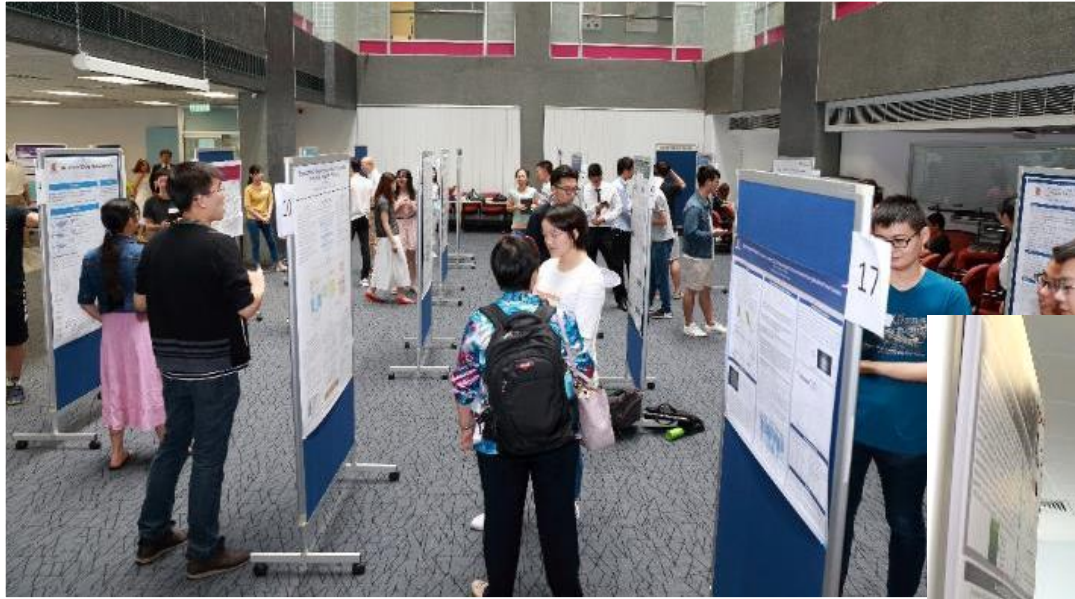    - Germany (e.g., Karlsruhe Inst. Tech.)

# Student Exchange (Summer)

- Prof. Charles Kao Research Exchange Scholarships Scheme
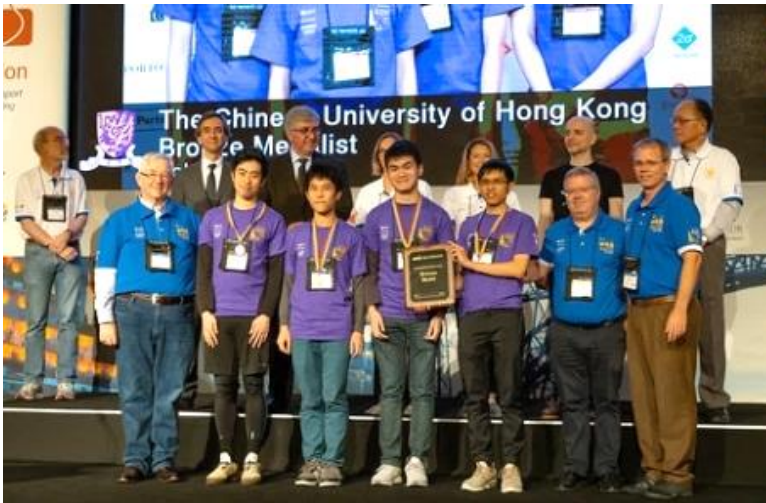- GLOBEX summer@PKU



GLOBEX Summer Program

# Undergraduate Summer Research Internship



- To help students gain research experience earlier during the undergraduate study

# Participation in International & Local Competitions



International Collegiate Programming Contest



Robocon team (champion again, June 2023)



Huawei ICT Competition

# Presentation Outline

- Introduction of the Faculty
- Academic Advising
- **Academic Honesty**

# Academic Honesty
# Faculty of Engineering

Faculty of Engineering

Prof. Philip Fu
Chair, Faculty Disciplinary Committee

# Why *Academic Honesty*?

- University trains intellectuals and promotes creativity, therefore ***CUHK will not tolerate***
  - Plagiarism (i.e. "copying") assignments or course works
  - Cheating and/or misbehaving in tests and exams

- What is *plagiarism*?
  - "An attempt to pass off the works"
    (i.e. take someone else's work as yours)

    e.g., creative ideas, report, course work, writing or computer program of others (or even your own previous works, i.e. self-plagiarism), as your own

# General Principles

1. You should do *your own* assignments
2. Do not look at solutions that are not your own
3. Do not share your solution with others
4. Properly acknowledge any help you received

Bottom Line: Discussion of "ideas" are encouraged, but each student must work out their own submission and give credits where they are due

# Common mistake #1 – Direct Copying

**Assignments, Laboratory and Project reports**

- ☐ Professors and tutors perform routine spot checks

- ☐ Do not copy classmate's assignment solution or computer program lines  – *tell your classmate politely that copying is against the CUHK regulation if such request arises*

- ☐ Do not copy classmate's data or give your work to others
    - ■ Redo experiment or information search if necessary
    - ■ Write your own report even you take the data with your classmates unless it is a group report

- ☐ Discussions between classmates are good, but direct copying of analysis is not acceptable

- ☐ If a case of plagiarism is established, *BOTH PARTIES (source student & copying student) will be penalized*

# Common mistake #2 – Direct Copying without quotation



**A case of plagiarism on a General Education term paper: Direct copying from the Internet**
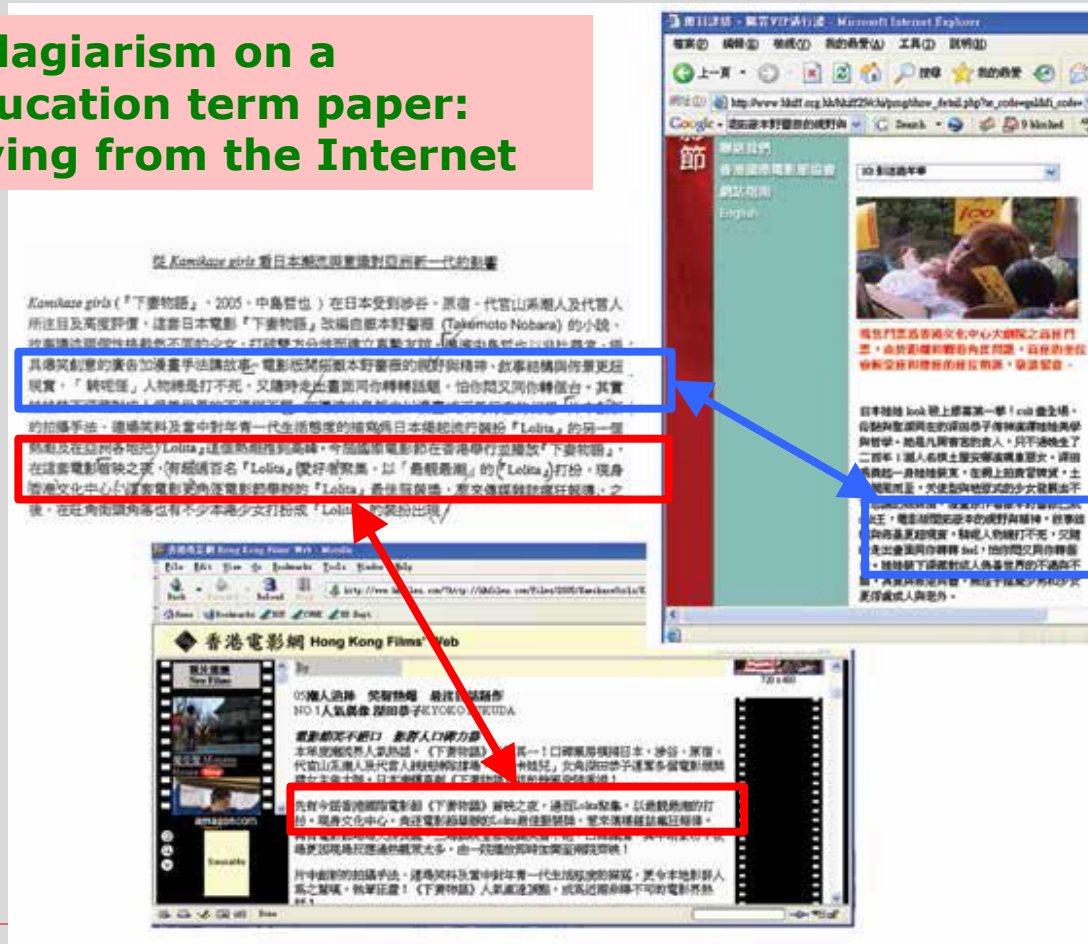
Use quotations "…" to denote the text copied from the Internet, then cite the source in the reference list

# Proper citations: Three elements

1. **Mark relevant text by quotation marks**

   e.g. ….. "To be, or not to be" [1]

   > Cited reference listed in end of document

2. **A reference to the original source**

   e.g. An effective motion control strategy based on video image feedback [2]……

3. **A bibliography, giving the list of references**

   This is usually given at the end of the article/paper, or at the end of each page.

   Example:

   [1] D. Davids, Journal of Nanotechnology, vol…, page…, year…

   [2] Y. Smith, Electronic Letters, vol…, page…, year…

   …….

Note: Detailed guidelines on proper use of source material at
https://www.cuhk.edu.hk/policy/academichonesty/Eng_htm_files_(2013-14)/p02a.htm

# Common mistake #3 – Computer program

**Computer programming assignments**

```
/*------------------------------------------*/
/*********************************/
/* Copied from my classmate Student A *      /
/*********************************/
int findLargest(int size, int a[]) {

  int i, tmp = 0;

  for (i = 1; i < size; ++i)
    if (a[i] > a[tmp])
        tmp = i;


  return(tmp);

}
/*------------------------------------------*/
```

Direct copying

```
/*------------------------------------------*/

int findLargest(int size, int a[]) {

   int i, tmp = 0;

for (i = 1; i < size; ++i)
     if (a[i] > a[tmp])

          tmp = i;

   return(tmp);

}
/*------------------------------------------*/
```

Slight structural changes

FOR loop ➔ WHILE loop

```
/*------------------------------------------*/
int findLargest(int size, int a[]) {

   int tmp;

   int i;

   tmp = 0;

   i = 0;

   ++i;

   while (i < size) {
      if (a[i] > a[tmp])

           tmp = i;

      ++i;

   }


   return(tmp);

}
/*------------------------------------------*/
```
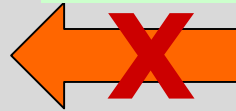
Change of variable names
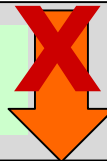
```
/*------------------------------------------*/

int findL(int s, int b[]) {

   int j, tmp1 = 0;

   for (j = 1; j < s; ++j)

      if (b[i] > b[tmp1])

           tmp1 = j;

   return(tmp1);

}

/*------------------------------------------*/
```

"a" ➔ "b"

Superficial changes

```
/*------------------------------------------*/
int findLargest(int size, int a[]) {

   int tmp;

   int i;

   tmp = 0;

   for (i = 1; i < size; ++i)

      if (a[tmp] < a[i])

           tmp = i;

   return(tmp);

}
/*------------------------------------------*/
```

"(a[i]>a[tmp])" ➔ "a[tmp]<a[i]"

# Common mistake #4 – Copying Materials from Third-party Services

A third party include, but not limited to:

- ☐ **Online platforms**
- ☐ **Companies providing tutoring services or essay / dissertation mills**
- ☐ **Private tutors**
- ☐ **Past teachers**
- ☐ **Alumni of the University**
- ☐ **Relatives and friends of the student concerned**
- ☐ **Members of CUHK**
- ☐ **etc., ...**

# Examples of Using Third-party Services

- ☐ Knowingly use materials provided by a third party, including **subscription of paid / free online platforms**

- ☐ Obtain solutions provided by **online platforms or via other people**

- ☐ **Employ** or use services provided by a third party

- ☐ Knowingly use materials obtained by **anyone who has employed or used the services** provided by a third party

- ☐ **Post** exam / assignment questions on online platforms

- ☐ **Provide services** as a third party

- ☐ Share any materials obtained from the employment or use services provided by a third party to other students

- ☐ etc., …

# Common mistake #5 – Copying Materials Generated by AI Tools

Students should take note when considering the use of AI tools:

☐ **Observe the Guidelines set by the University**



https://www.aqs.cuhk.edu.hk/documents/A-guide-for-students_use-of-AI-tools.pdf

☐ **Follow strictly the instruction and/or the permission given by the course teachers**

# Improper/Unauthorized Use of AI Tools

- ☐ Use AI tools in completing assignments/assessments **without prior permission**;

- ☐ Hand in an AI-generated work **as one's own**;

- ☐ Use AI tools **to cheat** in a course;

- ☐ Use AI tools that are **not up to date** and result in the use of outdated and inaccurate resources; and

- ☐ Use AI tools in an **unethical and irresponsible** manner.

# Handling of Cases in the Faculty

☐ Teachers and tutors will carry out checking on assignments and course works; e.g., using anti-plagiarism software such as **VeriGuide**

☐ Teachers/Tutors will collect evidences of suspected cases and report to Faculty Disciplinary Committee (FDC)

# Handling of Cases in the Faculty

☐ FDC adopts the penalty scheme formulated by the Senate Committee on Student Discipline

☐ FDC will interview the student(s) in question, look into case details, and impose a penalty if the case is established

# Handling of Cases in the Faculty

☐ Minimum penalty (for first-time offence): <span style="color:red">one demerit</span> (may be removed at graduation if no further offence committed), <span style="color:red">zero mark for the work concerned and completion of relevant training in academic honesty</span>

☐ For severe cases (even for first-time offence), the minimum penalty will be *a failure grade for the course concerned*, **AND** *two demerits (of which one will remain in the University's record permanently and one is reviewable)*

# Handling of Cases in the Faculty

☐ Repeated (e.g. second time) offenders will be given at least *two demerit*s (at least one will be a permanent record) and a failure grade for the whole course.

☐ Students who have received *three demerits* may be asked to ***suspend /discontinue studies***

# Role of Faculty Disciplinary Committee

☐ We are <u>not</u> the "Judge" or "Prosecutor"

☐ We aim to ensure that students appreciate the value of ***academic integrity***

(one of the most valuable aspects of university education)

# Important Websites

## University Guidelines

☐ *http://www.cuhk.edu.hk/polic y/academichonesty/*

## Our Faculty's:

☐ *https://www.erg.cuhk.edu.hk/ erg/sites/default/files/Guidelin es%20to%20Academic%20Ho nesty_20238015.pdf*

# Questions

# More information can be found on the Faculty of Engineering website:

https://www.erg.cuhk.edu.hk/
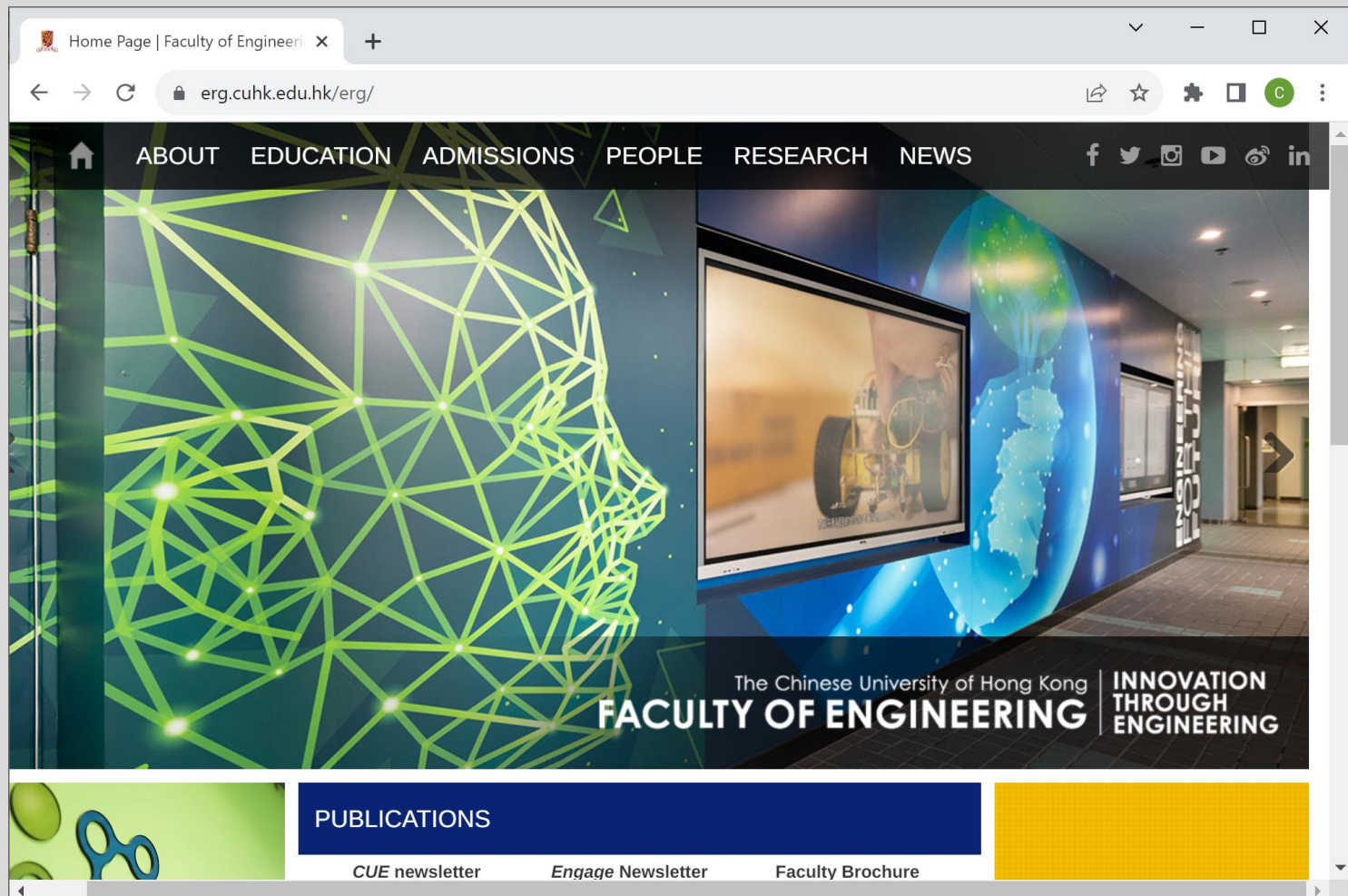
# Enjoy Your University Life!
# Have fun but also study hard!