

Faculty of Engineering

Procedures for Handling Student Disciplinary Cases (Academic in nature)

- (1) When a suspected case is identified by the course teacher or the teaching assistant(s), the student would be informed of the reason(s) for initiating the disciplinary procedures. The communication can be by means of face-to-face or online interview or via email communication as determined by the teacher or the teaching assistant.*
- (2) The student would be shown the suspected materials, e.g., the suspected plagiarized parts, the suspected cheating materials, etc. *
- (3) The student will be asked to indicate clearly if he/she admits or does not admit the charge, give explanation and provide any information that he/she would like to, and sign on the report form. *
- (4) The teacher shall submit the case materials, including any information provided by the student concerned and the signed report form as stated in (3) to the Faculty Disciplinary Committee (FDC). *
- (5) The teacher shall not impose any penalty on the student before the reported case is resolved by the FDC or by the Senate Committee on Student Discipline (SCSD), if applicable. The teacher must not release the mark / grade of the assessment component in question before the reported case is closed.
- (6) The FDC will form a panel to interview the student concerned. It will be a fact-finding interview. The student, when confirm with the Secretariat of FDC for his/her attendance of the interview, may request to attend the interview with an accompanying person. The accompanying person is restricted to: University staff member, fellow University student, parent, sibling, spouse or registered guardian. The accompanying person shall not, on behalf of the student concerned, answer any questions posed by the panel.
- (7) The student concerned shall put down his/her full explanation, information and supporting documents (if available) related to the case to the course teacher or the teaching assistant(s) when the student is being approached by the course teacher and/or the teaching assistant(s) for a suspected disciplinary case. For cases reported by the Chief Invigilator at a central examination venue, the student concerned shall put down his/her full explanation, information and supporting documents to the Chief Invigilator. Unless additional information is being requested by the FDC, no submission by the student during the FDC interview or after the FDC interview will be considered.
- (8) The interview report, together with the case materials submitted by the teacher and the materials provided by the student, shall then be circulated to the FDC members for voting. The FDC shall reach its decision by majority vote. When the number of votes is equally divided between two opposing positions, the FDC Chairperson shall have a casting vote.
- (9) The decision letter will be sent to the student concerned via his/her CUHK email account to inform him/her of the decision of the FDC and the imposed penalties, for an established case.
- (10) The student concerned may lodge an appeal against the decision made by the FDC in writing, to the SCSD via the Secretariat of the FDC, within seven working days, counting from the date on which the decision letter

was sent by the FDC to the concerned student's CUHK email account. The appellant must put a date on the appeal letter. The Secretariat of the FDC will then forward the appeal letter, together with the case materials to the SCSD via Academic and Quality Section (AQS), who is the Secretariat of the SCSD, for consideration. Late appeal shall not be handled.

- (11) To lodge an appeal, the student concerned shall state clearly the grounds of the appeal, including but not limiting to the provision of new evidence or information that has not been made available for consideration by the FDC, and the reason(s) for not making the evidence or information available earlier. Pleading for a lower penalty is not considered as acceptable ground for appeal by the SCSD.
- (12) The Secretariat of SCSD shall inform the appellant of the decision whether the appeal is admitted or not. The decision of SCSD shall be final. There shall be no revocation of the appeal or further appeal. If the student concerned subsequently decides to withdraw his/her appeal after it has been lodged, s/he may do so by submitting a written withdrawal within seven working days from the issue date of SCSD's acknowledgement receipt of the appeal. Once the appeal is withdrawn, no further appeal can be lodged in respect of the same case.
- (13) Before the student concerned lodges an appeal against the decision of the FDC, one should note that if the appeal is admitted to be heard, the SCSD in full session or an Appeal Panel formed under the SCSD will look into the case afresh by scrutinizing both the existing and new evidence/information available. Possible outcomes of an appeal could be: (a) to uphold the decision of the FDC; or (b) to override the decision of the FDC with a lighter penalty if there is/are new evidence/information manifesting extenuating circumstances/mitigating factors; or (c) to override the decision of the FDC with a heavier penalty if there is new evidence/information supporting a more serious misconduct/offence.
- (14) If there is no appeal received during the appeal period or if the appeal is not admitted to be heard by the SCSD, the case is closed and the disciplinary actions shall be implemented forthwith.
- (15) Once the case is closed as mentioned in (14), the decision letter shall be copied to the Department Chairperson of the student concerned and the course teacher for follow up on the course component assessment.
- (16) If the recommended penalties involved suspension of studies, termination of studies, or accumulation of three or more demerits, the case will be reported to the Secretariat of SCSD for their jurisdiction regardless of whether the student concerned has lodged an appeal.

Remarks: * Points (1)-(4) are NOT applicable to cases reported at the University Centralized Course Examinations.

The above is only a summarized description. Students should always refer to the full text of the procedures and the penalty guidelines, which are available at the University's website:

[“Honesty in Academic Work: A Guide for Students and Teachers”](#)



[“Procedures for Handling Student Disciplinary Cases”](#)

