



Learning and Teaching Committee

Paper for : Information

Subject : Policy on promoting academic integrity in PolyU

Policy on promoting academic integrity in PolyU

1. Academic integrity is the foundation of any academic endeavour of a university, and is valued highly at PolyU. It is therefore the responsibilities of all members of the University, including both staff and students, to ensure that they pursue their scholarly work in an academically honest manner.
2. The purpose of this policy on promoting academic integrity is to nurture among students responsible and ethical attitudes towards their academic work. More specifically, it attempts to:
 - Educate students about the importance of honest behaviours in academic pursuits and scholarly work;
 - Provide guidelines and tools for academic staff to detect cases of suspected plagiarism, and take necessary actions;
 - Provide opportunities for students to develop their ability to produce work that is plagiarism-free.
3. To help students recognise the importance of academic integrity, understand the meaning of plagiarism and learn how to avoid it in their own work, all full-time undergraduate and sub-degree students are required to successfully complete an *Online Tutorial on Academic Integrity* developed by the University within the first year of their study at PolyU. Details of the implementation of the Online Tutorial are explained in the next section.
4. All academic staff are expected to actively monitor students' work for incidents of suspected plagiarism, using methods – including electronic detection – that are most suited for the context. They can, wherever they deem appropriate, require students to send any text-based assignments for electronic plagiarism check when/before submitting them for assessment.
5. Students of postgraduate taught and postgraduate research programmes must send their theses or dissertations for electronic plagiarism check, and revise the work if necessary, before submitting the work formally for examination. The respective Chief Supervisors are responsible for making sure that their students have complied with this requirement before sending their theses/dissertations to the Internal and/or External Examiners, and advising their students on how to revise their work to conform to the academic conventions of their discipline/profession.

6. All publications (e.g. conference paper or journal articles) produced by students and research personnel bearing the name of PolyU must also be sent for electronic plagiarism check, and subsequently revised if necessary, before submission to the relevant bodies (e.g. conference organisers or journal editors) for review for publication. Where appropriate, the overseeing academic staff are responsible for ensuring compliance of students/research personnel with this requirement.
7. To avoid unintentional plagiarism in their scholarly work, all academic staff are strongly advised to make use of the electronic plagiarism detection tool to check their own work before submission for publication.

Implementation of the Online Tutorial on Academic Integrity

For 4-year undergraduate programmes

8. The Tutorial is a completion requirement of the Freshman Seminar subject. For successful completion of the Tutorial, students need to have satisfactorily completed all of the following in the Tutorial:
 - a. Attempted the pre-test in the Tutorial;
 - b. Read all four modules in the Tutorial;
 - c. Obtained at least 75% in the post-test in the Tutorial; and
 - d. Signed the Honour Declaration.

Students can apply for the eCertificate after successful completion of the Tutorial.

9. The Tutorial is a required assignment in the subject. There will be a “Pass” or “Fail” record for completion, and no grade or weighting will be given to the assignment. A completion report will be sent to the Subject Leader at the end of the subject. Students who have not completed the Tutorial by the assignment due date will fail the subject.

For 3-year undergraduate and higher diploma programmes

10. Since there may not be a Freshman Seminar subject in the 3-year undergraduate and higher diploma programmes, the Tutorial will instead be made a requirement in a suitable first-year subject in these programmes, applying the same procedures and requirements as in Freshman Seminar in the 4-year curriculum.

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