

The Hong Kong University of Science and Technology Academic Registry

UG & PG Form EX-17

Report on Student Academic Misconduct*

Fro	m :	Head, Department of	Date :		
То	:	Dean of School of	/ Director of IPO and Academic Registrar A		
▲ Dec	an/Director	IPO responsible for the student's progra	and Academic Integrity" is posted at this URL :http://acadreg.ust.hk/generalreg um pom 1381, via Lift 17-18 (Attn: Examinations)		
Notes	:				
(i) (ii) (iii) (iii)	 Each report will record the case of ONE student only. Section A is to be completed by the instructor for reporting the incident of academic misconduct. This report should then be forwarded to the Head of the course department for review. For CONFIRMED case of academic misconduct: Head of the course department should complete Section B and forward this Report to the Dean/Director IPO responsible for the student's program and the Academic Registrar who will keep a record. The Dean/Director IPO responsible for the student's program will complete Section C WHEN the Head of the course department refers the case to them for further review and additional sanctions. The student involved should be asked to sign at the end of the report as appropriate. If it is believed that the best interests of the University will be served, the case may be referred to the Provost and the Student Disciplinary Committee for further reviews. A student who denies the charge of academic misconduct or who believes that the sanctions imposed by the Head of department or 				
	the Dean	/Director IPO are not appropriate n	nay appeal the decision to the Provost.		
Sectio	on A : Su	mmary of the Incident (To be co	ompleted by the instructor / invigilator)		
(1)	Course	(Course code and title of the relevant co	urse)		
(2)	Student	Involved (Name, Student No., progran	ı and year of study)		
(3)	Summar	ry of the Case (including the time and j	place of the offense, evidence collected and steps taken by the Department)		
(4)	Incident	Reported By			
	Na	ame of Instructor / Invigilator	Signature Date		

Section	Section B: Summary of Review of the Incident (To be completed by Head of the department responsible for the course)						
(1)	Summary of Review (Please attach additional sheet, if necessary)						
(2)	Conclusion and Sanction						
(-)							
	It is confirmed by the department that the student has committed an act of academic misconduct. The following sanction will be imposed:						
	(Please check the box as appropriate)						
	- The case is concluded as indicated above and the student admits to having committed an act of academic misconduct. The student has been advised of the sanction and that he/she may approach the Dean of Students' Office for advice and guidance.						
	To serve the best interests of the University or where there has been a previous set of coademic misconduct, the case						
	- To serve the best interests of the University or where there has been a previous act of academic misconduct, the campay be referred to the Dean/Director IPO responsible for the student's program for review and additional sanction						
	 This report will continue in Section C. The student has been informed that review of the case is required. He/She has also been advised of the sanctions, appeal 						
	procedures and that he/she may approach the Dean of Students' Office for assistance.						
	- The case is concluded as indicated above. The student denies the charge of academic misconduct or does not agree to						
	the sanction imposed. He/she has been advised to file an appeal to the Provost.						
(3)	Incident Reported by						
	incident reported by						
	Name of Department Head Signature Date						
(4)	Signature of the Student Involved						
	I have read through and agreed to the findings and conclusion of the report above.						
	Student Name and Student ID Number Signature Date						
	Student Plante and Student 10 Planted Signature Date						

program if the case is referred to them for review and additional sanctions)						
(1)	Summary of Review					
(2)	Condering and Constitution Income					
(2)	Conclusion and Sanction Impose	1				
	(Please check the box as appropri	ate)				
		indicated above and the student admits to havir ised of the sanction and that he/she may approact				
	guidance.	., ., ., ., ., ., ., ., ., ., ., ., ., .				
		of the University, the case shall be referred to the				
		rmed that review of the case is required. He/She e may approach the Dean of Students' Office for				
	•					
		indicated above. The student denies the charge /she has been advised to file an appeal to the Pro				
	the saliction imposed. The	sine has been advised to the an appear to the riv	ovost.			
(3)	Further Reviewed by					
	Name of Dean / Director of IPO	Signature	Date			
(4)	Signature of the Student Involved					
	I have read through and agreed to the findings and conclusion of the report above.					
	Name and Student No.	Signature	Date			