



The Hong Kong University of Science and Technology
Academic Registry

CONFIDENTIAL

UG & PG

Form EX-17

Report on Student Academic Misconduct*

From : Head, Department of _____ **Date :** _____

To : Dean of School of _____ / Director of IPO[▲] and Academic Registrar^{▲▲}

* The complete set of "Regulations for Student Conduct and Academic Integrity" is posted at this URL :<http://acadreg.ust.hk/generalreg>

▲ Dean/Director IPO responsible for the student's program

▲▲ Please forward the report to the Academic Registry, Room 1381, via Lift 17-18 (Attn: Examinations)

Notes :

- (i) Each report will record the case of **ONE** student only.
- (ii) **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.
- (iii) **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.
- (iv) 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.
- (v) 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 may appeal the decision to the Provost.

Section A : Summary of the Incident (To be completed by the instructor / invigilator)

(1) **Course** (Course code and title of the relevant course)

(2) **Student Involved** (Name, Student No., program and year of study)

(3) **Summary of the Case** (including the time and place of the offense, evidence collected and steps taken by the Department)

(4) **Incident Reported By**

Name of Instructor / Invigilator

Signature

Date

