



HANDLING OF SUSPECTED ACADEMIC DISHONESTY (AD) COMMITTED BY A STUDENT

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HANDLING OF SUSPECTED ACADEMIC DISHONESTY (AD)

COMMITTED BY A STUDENT

1.0 Purpose : To determine whether the suspected academic dishonesty act is genuine and to determine the appropriate action to be taken against the student.

Scope : Applicable to the Dean of Faculty (DOF), Head of Programme (HOP) (or designated staff), relevant lecturers, Examinations Department (ED) and students.

3.0 Procedure :

3.1 The relevant DOF/HOP shall receive a report on the suspected Academic Dishonesty (AD). The report may come from either one of the following:

- (i) EC during final exam exercise (using "Suspected Academic Dishonesty Report Card).
- (ii) Relevant lecturer due to suspected AD from test, project, assignment and other components of assessment (using "Suspected Academic Dishonesty Report Card").

3.2 The DOF/HOP (or designated staff) shall carry out an investigation of the report. In the event that further information is needed from the student, the DOF/HOP (or designated staff) shall conduct an interview with the student. The details shall be recorded in the form "Report of Interview with student".

3.3 The DOF/HOP (or designated staff) shall evaluate the findings of the investigation and interview report (if applicable).

3.4 The DOF/HOP (or designated staff) shall form a Faculty Academic Dishonesty Committee (FADC)

The composition of FADC:

Chairman : DOF/HOP (or designated staff)

Members : At least 2 Academic staff (HOP/designated staff and lecturers)

3.5 The DOF/HOP (or designated staff)) shall appoint a Secretary for FADC.

- 3.6 The Secretary of FADC shall arrange for the hearing and submit relevant matters to the FADC for the hearing.
- 3.7 The FADC shall conduct the hearing and the decision shall be recorded in "Report on Academic Dishonesty".
- 3.8 The FADC shall submit the decision of the hearing to Board of Studies (BOS) of STIMU for approval.
- 3.9 Upon the approval of BOS STIMU, the Secretary of FADC shall inform the student of the decision. Where necessary, a letter shall be sent to the student together with the "Acknowledgement Slip".
- 3.10 The student shall acknowledge and abide to the decision of the hearing by completing the section of "Acknowledgement Slip" to the FADC.
- 3.11 In the event that the student requests to appeal, he/she shall apply by filling a appeal form and submit it to the Appeals Committee.

The composition of Appeals Committee:

Chairman : Director of BOS of STIMU or his/her representative
Members (at least 2) : HOP or one of the DOF/HOP who is independent of the case.

Note:

The HOP (or designated staff) concerned shall become the Secretary of the Appeals Committee.

- 3.12 Upon final decision of the Appeals Committee, the secretary of the committee shall inform the student.

4.0 Records

- Academic Dishonesty Reports are filed in the student personal file. These are permanent records which are maintained by ED.

5.0 Forms

- Suspected Academic Dishonesty Report
- Suspected Academic Dishonesty Report
- Report of Interview with Student
- Report on Academic Dishonesty
- Acknowledgement slip
- Appeals Committee – Report on Academic Dishonesty Case