



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^① and Academic Registrar^②

* The complete set of "[Regulations for Student Conduct and Academic Integrity](#)" is posted at the Academic Registry's website

① Dean/Director IPO responsible for the student's program

② Please forward the report to the Academic Registry, Room 1381, via Lift 17-18 (Attn: Examinations) or email to grade@ust.hk

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. The Academic Registrar will keep a record and informs Dean/Director IPO responsible for the student's program where a student is found to have a previous act of academic misconduct.
 - The **Dean/Director IPO responsible for the student's program** will complete **Section C** for further review and additional sanctions, if required.
 - The **student** involved should be informed of the findings and decision of the case as well as the sanctions imposed. He/She should be asked to complete Section B(4) and C(4) 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 and Academic Term (Course code, course title and the related academic term)
(2)	Student Involved (Name, Student No., program and year of study)
(3)	Summary of the Case (including the time and place of the offence, evidence collected and steps taken by the Department)
(4)	Incident Reported By
<div style="display: flex; justify-content: space-between;"><div>_____ Name of Instructor / Invigilator</div><div>_____ Signature</div><div>_____ Date</div></div>	

Section B : 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) Recommendation, Decision and Sanctions**

(In completing this section, Head of the Department or the Head's designate is encouraged to communicate with the respective Dean, the Dean's designate or the Director of IPO.)

A review of the case confirms that the student has committed an act of academic misconduct. The following sanctions will be imposed:

(Please check the boxes as appropriate)

- ☐ - The student has been informed of the findings and decision of the case as well as the sanctions imposed. The student has been advised that he/she may approach the Dean of Students' Office for advice and guidance. Advice has also been given that he/she may appeal the decision to the Provost.
- ☐ The student admits the charge of academic misconduct and accepts the sanctions imposed.
- ☐ The student admits the charge of academic misconduct but does not agree to the sanctions imposed.
- ☐ The student denies the charge of academic misconduct.
- ☐ - To serve the best interests of the University, or where there has been a previous act of academic misconduct, the case may be referred to the Dean/Director IPO responsible for the student's program for review and additional sanctions. The student has been informed that further review of the case is required.
This report will continue in Section C.

(3) Incident Reported by

Name of Department Head Signature Date

(4) Acknowledgement of the Student Involved

I have read through the report and I agree / do not agree* to the findings and/or decision of the course department communicated to me. I understand that, by Academic Regulations, a case will be referred to the Dean responsible for the major program of the student for further review when more than one academic misconduct offence is found.

[Optional] I wish to make the following statement as well:

* delete as appropriate

Student Name and Student Number Signature Date

Section C : Further Review of the Incident *(To be completed by Dean/Director IPO responsible for the student's program for review and additional sanctions, if required)*

(1) Summary of Review

(2) Decision and Sanctions

(Please check the boxes as appropriate)

- ☐ - The student has been informed of the findings and decision of the case as well as the sanctions imposed. The student has been advised that he/she may approach the Dean of Students' Office for advice and guidance. Advice has also been given that he/she may appeal the decision to the Provost.
- ☐ The student admits the charge of academic misconduct and accepts the sanctions imposed.
- ☐ The student admits the charge of academic misconduct but does not agree to the sanctions imposed.
- ☐ The student denies the charge of academic misconduct.
- ☐ - To serve the best interests of the University, the case shall be referred to the Provost for review and additional sanctions. The student has been informed that further review of the case is required.

(3) Further Reviewed by

Name of Dean / Director of IPO

Signature

Date

(4) Acknowledgement of the Student Involved

I have read through the report and I agree / do not agree* to the findings and/or decision of the School responsible for my program communicated to me.

[Optional] I wish to make the following statement as well:

* delete as appropriate

Student Name and Student Number

Signature

Date