



聖若瑟大學  
UNIVERSITY OF  
SAINT JOSEPH

## ACADEMIC INTEGRITY COMMITTEE

### REGULATIONS

#### Article 1

1.1 The Academic Integrity Committee Regulations aim to ensure that academic integrity is maintained in all aspects of the academic work of the University, by staff and students. The Academic Integrity Committee promotes academic integrity across the University and all its members, and exists to ensure adherence to academic integrity, honesty, ethical practices in academic work, and responsibility by all members of the University. It reviews, hears, considers, adjudicates and reports allegations and issues of breaches of regulations and integrity in academic matters/academic conduct.

#### Article 2

2.1 Academic integrity requires ethical academic behaviour and practices, including, but not limited to honesty, fairness, truthfulness, respect, responsibility, diligence, courage, rigour in research, high academic standards, and giving due credit to others. All of these must be put into practice in the academic work of the University.

#### Article 3

3.1 Breaches of academic integrity include, but are not restricted to: breaches of honesty, trust, respect, fairness and ethical treatment of others; failure to take responsibility for academic integrity where required; assessments; examinations; plagiarism; cheating; misconduct in research; unauthorized collaboration; improper and unattributed use of others' work; failing to acknowledge the work of others where credit is due; copying, fabricating data and results; failure to acknowledge and disclose the assistance of others where appropriate; unauthorised disclosure of material without necessary permissions; breaches of copyright and intellectual property; engaging the involvement or assistance others where this is deliberately prohibited; deliberately enabling others to breach academic integrity and ethical academic standards; falsifying, distorting, or misusing documents and data, academic results or records of the University; failing to observe any regulation or order of the University which disrupts the teaching, learning, scientific research or other academic and related administrative activities of the University; bribery; cheating; misrepresentation; fabrication; collusion and/or conspiracy; producing intentional misrepresentation or false academic statements in any application or academic document submitted to or from the University; disturbing the normal work of academic members of the University and related administrative staff of the University;



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or other unethical academic practices that are brought formally to its attention by relevant offices or parties of the University.

#### **Article 4**

4.1 Staff and students of the University are expected to model, promote and exemplify outstanding academic integrity in all their academic work.

#### **Article 5**

5.1 The Academic Integrity Committee takes a proactive role in preventing breaches of academic integrity and conduct. It also hears allegations of breaches of academic integrity which are brought to that Committee, and reports the outcomes of such hearings to the relevant parties of the University (as defined in its terms of reference and procedures). It shares matters arising from its meetings as, when and where appropriate.

#### **Article 6**

6.1 These Academic Integrity Committee Regulations apply to all registered members of USJ.

#### **Article 7**

7.1 The Academic Integrity Committee focuses on academic matters only, with reference to all members of the University.

#### **Article 8**

8.1 The Academic Integrity Committee has its terms of reference, duties, membership, tenure of office, quorum, procedures, operations, meeting schedules, voting rights, penalties set out in formal documentation of the Committee, as approved by the University

#### **Article 9**

9.1 The Academic Integrity Committee promotes ethical academic practice and practitioners through example, dissemination and organized activities.



## Article 10

10.1 Within the Regulations of the University, with reference to penalties for breaches of academic Regulations, the Academic Integrity Committee has the power to:

- (a) Issue a 'warning letter';
- (b) Issue a 'serious warning letter';
- (c) Require 'under observation in the University';
- (d) Require a student 'to suspend study';
- (e) Require a student 'to withdraw from study';
- (f) Expel a student or staff member from the University;
- (g) Reduce the grade or mark awarded to a student;
- (h) Require a student to take one or more make-up examinations or assessments/ assignments;
- (i) Require a student to retake one or more courses/assessments/assignments;
- (j) Award a zero mark for an examination or course.
- (k) Impose a penalty on the staff member, as it deems appropriate, and in accordance with the laws of Macau;
- (l) Suspend a staff member from working in the University for a fixed period of time, in accordance with the laws of Macau;
- (m) Initiate formal steps of terminating a staff member's contract in accordance with the terms of his/her contract, in accordance with the laws of Macau.

10.2 The severity of the penalty corresponds to the gravity of the breach of academic Regulations and integrity, within the procedures of the University and the laws of Macau.

## Article 11

11.1 Breaches of examination rules or cheating during examinations may incur the following penalties:

- (a) Minor breach: verbal or written warning;
- (b) Moderate breach: 10%-20% deduction from the examination result for that course;
- (c) First offence: zero will be given as the examination result for that course and a written warning will be issued;



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- (d) Second offence: an announcement will be made, with a zero given for the examination result for that course, and a serious written warning will be issued (to be kept in the student's file);
- (e) Third offence: an announcement will be made, with a zero given for the examination result for that course and "under observation in the University" be imposed;
- (f) Fourth offence: "required to withdraw from study" will be imposed.

## Article 12

12.1 Students are required, where stipulated, to complete all their work from their own ideas and creative thinking, including coursework, research papers, dissertations, etc.

12.2 When staff and students quote other people's work or ideas, proper acknowledgement of the sources is required. Failure to do so will constitute plagiarism. In case of doubts about plagiarism, staff and students should take direct steps to ensure that they know what constitutes plagiarism and how to avoid it, including consulting with staff members about this. Plagiarism includes:

- (a) copying information that has or has not been published (including coursework and course notes of other staff and students) without using quotation marks;
- (b) paraphrasing or summarizing another person's creative work without proper acknowledgement;
- (c) quoting another person's ideas without proper acknowledgement;
- (d) quoting another person's research results without proper acknowledgement;
- (e) quoting another person's survey results without proper acknowledgement;
- (f) copying information from the internet without proper acknowledgement.

12.3 For any situations not mentioned above, the Academic Integrity Committee will have the final decision on whether plagiarism has been committed or not.

## Article 13

13.1 The Academic Integrity Committee addresses matters of plagiarism, which, if found, may incur the following penalties:

- (a) Serious written warning;
- (b) Under observation in the University;
- (c) Required to suspend study/work;



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- (d) Required to withdraw from study/work;
- (e) Be expelled from the University.

13.2 Plagiarizing or letting others plagiarize coursework, research papers, dissertations, etc., will result in a grade of zero for the work in question. The severity of the penalty corresponds to the gravity of the breach of academic Regulations, within the procedures of the University for this Committee.

#### **Article 14**

14.1 Members of the University who violate any rule or regulation related to academic matters and stipulated by the University or commit any of the following academic misbehaviours may be penalized. The severity of the penalty will correspond to the gravity of the breach of academic Regulations:

- (a) Plagiarizing;
- (b) Cheating (e.g. during examinations and tests);
- (c) Committing misconduct during examinations or violating any of the regulations governing proper conduct and behaviour in examinations;
- (d) Falsifying, distorting, or misusing documents, academic results or records of the University;
- (e) Failing to observe any regulation or order of the University which disrupts the teaching, learning, scientific research or other academic and related administrative activities of the University;
- (f) Producing intentional misrepresentation or false statements in any application or document submitted to the University;
- (g) Disturbing the normal work of academic and related administrative staff of the University.

#### **Article 15**

15.1 Students who have received the penalty of “serious written warning”, “under observation in the University”, “required to suspend study”, “required to withdraw from study” or “be expelled from the University” will lose their entitlement to a scholarship or grant if they are enjoying such a benefit.



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## Article 16

16.1 For staff and students who have received the penalty of “serious written warning”, “under observation in the University”, “required to defer study/work”, “required to withdraw from study/work” or “be expelled from the University”, the University reserves the right to announce the punishment.

## Article 17

17.1 The Academic Integrity Committee may impose the penalty of “being expelled from the University” on a member of the University found guilty of any of the following breaches of academic Regulations:

- (a) Committing a breach of academic Regulations that is much more serious than those being penalized by the penalty of “required to withdraw from study/work”;
- (b) Committing another breach of academic Regulations additional to the penalty of “under observation in the University” or “required to defer study/work”;
- (c) Seriously contravening University regulations in academic matters;
- (d) Misusing or falsifying academic certifications;
- (e) Committing any similar academic misbehaviours to those above.

17.2 Members of the University have an automatic right of appeal against any penalty imposed by the Academic Integrity Committee, which must adhere to the relevant procedures required for appeals.

## Article 18

18.1 These Regulations are formulated by the Academic Integrity Committee and approved the Executive Council. Any changes and amendments are approved by the same bodies of the University.

**Author:** Executive Council

**Approval date:** 13 December 2018

**Operational commencement date:** 13 December 2018

**Version number:** Academic Integrity Committee – Regulations 001