

Regulations for Handling Cheating and Violations of Disciplines in Examinations

To strength examination management and enforce disciplines, these Regulations are formulated in accordance with the “Regulations Governing Student Disciplinary” and “Regulations Governing Examination and Examination Venues”.

Article I The followings are considered as violations of examination regulations and offenders will be given a verbal warning;

- (1) Moving or leaving assigned seats without permission;
- (2) Fail to put study materials, schoolbags, mobile phones or other items not required for an examination at the areas designated;
- (3) Slip of paper with writing on it (unrelated to that course) found near one’s seat or bringing own draft paper;
- (4) Lending items such as books, notes, information and calculators to others without the permission of an invigilator;
- (5) Read the examination paper or start answering before an examination commences;
- (6) Continue to answer the questions after an examination has ended and fail to submit the answer book within the time prescribed;
- (7) Other behaviors with facts equivalent to the those listed above.

Article II The followings are considered as violation of examination regulations and offenders will be given a written warning:

- (1) Serious offences of those listed in Article I;
- (2) Make loud noises and against advice not to do so in an examination venue before the examination starts, or stay in the venue or make loud noises nearby after submitting one’s examination booklet;
- (3) Both sides who ask or answer each other’s questions in relation to the examination verbally or by gestures;
- (4) Bring a mobile phone or any other devices with communication functions into the examination venue but not using them;
- (5) Argue with or be rude to an invigilator;
- (6) Other behaviors with facts equivalent to the those listed above

Article III The followings are considered cheating in an examination and an offender will be given a zero mark for that course.

- (1) Peek at another examination paper or acquiesce in the peeking at one's own examination paper;
- (2) Provide answers to others or not refuse others to take one’s answer booklet or draft paper;
- (3) Items such as books, notes and study materials in relation to the examination course are found inside the table, beside the seat or under the question paper of a student;
- (4) Both sides who collude with each other and ask or answer each other’s questions in relation to the examination by using slips of paper;
- (5) Course contents are found on the desktop, body parts, reference books or calculator allowed of a candidate etc.;
- (6) Use of electronic devices with information in relation to the examination stored in them without permission;
- (7) Use of mobile phone or any other devices with communication functions during an examination;

- (8) Read the carried materials or talk with others on examination contents when going to the restroom;
- (9) Taking examination papers out of the examination room by any means;
- (10) Other behaviors with facts equivalent to the those listed above.

Article IV The followings are considered serious cheating and the student status of offenders will be terminated:

- (1) Arrange for another person to take an examination for oneself or take an examination for another person;
- (2) Organize cheating, steal examination papers or use other means to have access to the examination contents illegally;
- (3) Other serious cheating offences.

Article V An undergraduate student found cheating for the first time will receive a zero mark for that course and be given a written warning. A second time offender will receive a zero mark for that course and be suspended from studies for one semester. If that offender resumes studies in accordance with the regulations of the University but is found cheating again, he/she will be expelled (student status terminated).

Article VI Students of Pre-University Studies Program and postgraduate students found cheating will be expelled immediately and their student status will be terminated.

Article VII Students who disagree with the penalties imposed should file an appeal in writing with the University Task Force on Teaching and Learning Ad Hoc Group within the period prescribed.

Article VIII These Regulations were passed at the Rector's Cabinet Meeting held on 9 May 2018 and approved at the fourth special meeting (4 June 2018) of the University Academic Committee in 2017/2018 academic year. These Regulations took effect starting from 2018/2019 academic year and govern the examination management of all students of the University.

In the event of discrepancies between the English and Chinese versions, the Chinese version shall prevail.