

Disciplinary Issues

University policy and regulations on honesty in academic work

Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations. Details may be found at <http://www.cuhk.edu.hk/policy/academichonesty/>.

With each assignment, students will be required to submit a signed [declaration](#) that they are aware of these policies, regulations, guidelines and procedures.

- In the case of group projects, all members of the group should be asked to sign the declaration, each of whom is responsible and liable to disciplinary actions, irrespective of whether he/she has signed the declaration and whether he/she has contributed, directly or indirectly, to the problematic contents.
- For assignments in the form of a computer-generated document that is principally text-based and submitted via VeriGuide, the statement, in the form of a receipt, will be issued by the system upon students' uploading of the soft copy of the assignment.

Assignments without the properly signed declaration will not be graded by teachers.

Only the final version of the assignment should be submitted via VeriGuide.

The submission of a piece of work, or a part of a piece of work, for more than one purpose (e.g. to satisfy the requirements in two different courses) without declaration to this effect shall be regarded as having committed undeclared multiple submissions. It is common and acceptable to reuse a turn of phrase or a sentence or two from one's own work; but wholesale reuse is problematic. In any case, agreement from the course teacher(s) concerned should be obtained prior to the submission of the piece of work.

The copyright of the teaching materials, including lecture notes, assignments and examination questions etc., produced by staff members/ teachers of The Chinese University of Hong Kong (CUHK) belongs to CUHK. Students may download the teaching materials produced by the staff members/ teachers from the Learning Management Systems, e.g. Blackboard adopted by CUHK for their own educational use, but shall not distribute/ share/ copy the materials to a third-party without seeking prior permission from the staff members/ teachers concerned.

From the Student Handbook for Postgraduate Studies:

The University may take disciplinary action against a student who violates any rule or regulation prescribed by the University authorities, and/or commits any misconduct including but not limited to the following:

- (a) defamation of or assault on or battery against the person of any member of the University;
- (b) wilful damage to or defacement of any property of the University;
- (c) theft, fraud, misapplication of University funds or property of any kind;
- (d) plagiarism in written assignments or cheating in tests or examinations;
- (e) an offence in connection with tests or examinations, or violation of any of the regulations governing conduct at tests or examinations as approved by the University from time to time;
- (f) falsification or serious misuse of University documents or records;
- (g) refusal to comply with any regulations or orders by authorized persons and bodies prohibiting any conduct which disrupts teaching, study, research, administration or normal activities of the University;
- (h) any conduct which is detrimental to the reputation and well-being of the University;
- (i) an offence of an immoral, scandalous or disgraceful nature of which the student has been convicted in any court of law; or
- (j) misrepresentations or false statements made in any application or document submitted to the University.

Disciplinary action result in a penalty in any one or more of the following forms in accordance with the nature and gravity of the offence:

- (a) reprimand issued by the disciplinary body concerned;
- (b) suspension from part or all of the rights, privileges and/or the use of part or all of the facilities of the University for a specified period of time;
- (c) demerit(s), of which a total of three may result in termination of studies at the University;
- (d) suspension from the University for a specified period of time;
- (e) termination of studies at the University; or
- (f) Any other form as the Senate Committee on Student Discipline or the Graduate School Disciplinary Committee may deem fit.

Penalty (d) or (e) may be imposed only with the approval of the Senate Committee on Student Discipline, with authority delegated by the Senate. Any penalty imposed as a result of disciplinary action may be entered into the transcript of the student's academic record.

Plagiarism

The Chinese University of Hong Kong Policy

1. The University places very high importance on honesty in academic work, and has a policy of zero tolerance on plagiarism.
2. According to a decision of the Senate Committee on Teaching and Learning, all student assignments in undergraduate and postgraduate programmes should be submitted via VeriGuide.
3. This policy will apply to all undergraduate and postgraduate programmes, including self-financed programmes. But, this policy will NOT apply to theses submitted by students in research postgraduate programmes, such as research-based Master of Philosophy (M.Phil.), Doctor of Philosophy (PhD.), and other similar programmes.
4. This policy will apply to assignments in the form of a computer-generated document that is principally text-based (i.e., excluding calculations in science, brief laboratory reports, drawing in fine arts and architecture, etc.).
5. This system is intended to help teachers ascertain that the work submitted is original. It is expected that the vast majority of works submitted would be original. In the rare cases where the teacher feels there may be a problem that may require further investigation or even disciplinary action, the teacher will inform the student about any suspected plagiarism, including report(s) from the system that exhibit similarities that may be in question, and invite the student to provide any information or explanation that would be useful in understanding the problem.
6. The policy will become operational in September 2008, and implementation will be included as one element of future programme reviews, starting from calendar year 2009.
7. For the usage of the system, please refer to tutorials / guidelines included.
8. Guidelines on academic honesty are on the website on "Honesty in Academic Work: A Guide for Students and Teachers" <http://www.cuhk.edu.hk/policy/academichonesty>.

Our Policy

1. Plagiarism is considered as a very serious matter. Students must not present for assessment the work of another person as their own work and this includes quotations and substantial extracts from book reports and articles. Attention is drawn to University policy and regulations on honesty in academic work, and to the disciplinary guidelines and procedures applicable to breaches of such policy and regulations.
2. Please observe the assignment submission steps regarding the plagiarism detection engine VeriGuide in Appendix 2.
3. Each student must upload before SUBMISSION DEADLINE a soft copy of the completed assignment to the plagiarism detection engine VeriGuide, at the URL: https://academic.veriguide.org/academic/login_CUHK.aspx (CWEM login required)

Appendix 2 Assignment Submission Procedure

Instruction for Assignment Submission via VeriGuide

last update: 2-Jul-2024

Students have to submit written assignment via VeriGuide as stated below:

1. The completed assignment should be submitted ONCE only.
2. For a completed assignment, you should have a Cover page with the programme, module title & code, assignment title and your name, word counts; the content body; and references (and appendix, if appropriate). Your name, student ID, date and the module code should be stated in the header, and page no. in the footer. (please see appendix 3.i.)
3. As the VeriGuide might mis-include the programme information or the references to count the similarity, you should make a copy of "VeriGuide Submission Version (VSV)" which does not include the Cover page and the references (and appendix) and consists of the content only. Submit only the VSV version.
4. Login to VeriGuide: https://academic.veriguide.org/academic/login_CUHK.jsp with your CWEM name ("s" + student ID) and password
5. Select "Upload Assignment" in the "Overview" page
6. Select the academic year, the term, and the module code.
7. Select the marker as "Professor CHEUNG Wing Hoi Louis" (or other specified teacher), the course administrator for gathering the assignments; Select the assignment number as told. Remember, all submission will be audited that duplicate submission or wrong assignment submission will reflect on your profile.
8. Select if you are submitting an Individual assignment or Group project.
9. Click "Browse" to select the VSV, then click "Next"
10. Check the information if the course and assignment is correct, then click the bullet "Yes, the submission information is correct", then click "NEXT" or else "BACK"
11. Then the Agreement, and the bullet "Yes, I agree", then "NEXT"
12. Normally you will see "Submission Successful" afterwards.
13. Then, email the complete version (with Cover, reference and appendix) to joencc@cuhk.edu.hk
14. You have also to download the declaration form, either by looking from you CUHK email box, or go to download as below:
15. Login VeriGuide as (5)
16. Select "Submission History" in the "Overview" page.
17. You will see the list of your submitted assignment, and on the right side there is a column of "declaration" and "download" beneath.
18. Download the corresponding declaration form, print it, read it, and sign it.
19. Print the complete version of the assignment with everything, 1 side or both sides are also accepted
20. Stick the true copy of the signed declaration form on top of the hardcopy of assignment, and submit the whole pack to programme secretariat, or hand in during lessons.

If you have problems to print the hardcopy, try to contact the programme secretariat before deadline.

Appendix 3 Assignment format

Assignment Guide

1. There are 4 components required for the assignments:
 - a. Declaration Form (download from VeriGuide after submission)
 - b. Cover Page
 - c. Contents
 - d. Reference

2. On the Cover page, please write down:
 - a. Your full name,
 - b. CUHK Student ID Number,
 - c. Group number (only for group assignment),
 - d. Topic of your assignment and the corresponding module,
 - e. Word count,
 - f. Number of pages,
 - g. Deadline of submission, and date of your submission.

The assessor or reviewer might not mark the assignment if there is any missing information.

3. Mark will be deducted for any late submission of assignment.
4. All written assignments MUST be checked by VeriGuide system before submission. For details of submission to VeriGuide, please refer to the "Instruction for Assignment Submission via VeriGuide". You need to print and sign on the corresponding Declaration form to declare the originality of the assignment. Please send the original copy to the Programme Secretariat for record.
5. The complete version of the assignment (including the Cover page and Reference List) should be sent to Programme Secretariat: Mr. Joe Ng via email: joencc@cuhk.edu.hk on or before the submission due date.
6. The reference list and Appendix must not be counted in the total number of words.
7. You are recommended to use Vancouver writing style in your written assignment. It must be consistent throughout the assignment.
8. Plagiarism will be reported to the CUHK and will lead to disqualification of the module.
9. The Assignment Guide is subjected to modification from time to time. Students will be informed of any amendment before/at the beginning of each module.

Sample of Assignment: (you might make your own style)

i. Cover page:

The Chinese University of Hong Kong
Faculty of Medicine
Department of Orthopaedics and Traumatology
MSc in Musculoskeletal Medicine, Rehabilitation and Geriatric Orthopaedics

MRGO ____: [module name]

[use if applicable] **Assignment:** Written Repot

[use if applicable] **Topic:** A study of Neck Muscle Activity during Mobile Phone Texting and Association with Flexion Relaxation Phenomenon parameters

[use if applicable] **Supervisor:** <if applicable>

Student: <name of student>

SID: <10 digits student ID>

Word count: <XXX>

Number of pages: <X> (cover page, references and appendix included)

Submission Deadline: <Date>

Date of submission: <date>

ii. Contents:

Course Code	Name of Candidate
Assignment:	Student ID

All assignments should be submitted in Word format, with file size not larger than 15 Mb. If you would like to embed some pictures, please down size the picture files before adding into the file.

Remember to put the header as in this sample file and a page number must be added to each page. If you add a table of content for your assignment, please remember that the number of words in table of contents will not be counted, so are the references, appendix, and the title of tables, charts and pictures.

Candidates are free to use the font type and size between 10-12. The paper submitted should be in 1.5 or double line spacing.
(Suggested fonts: Arial, Palantino Linotype, Times New Roman, or Tahoma)

The following is an example of paper (font: Palatino Linotype, 12pts)

Title 1: (pt. 14, bold)

Title 1.1: (pt. 12, bold)

Contents (pt. 12, plain).

Reference^{#1} (put at the end of paper)

Table 1: (pt. 11, plain) (THIS IS NOT WORD COUNTED)

End of paper (put this before reference, pt.12, and underline)

Reference: (THIS IS NOT WORD COUNTED)
(APA / AMA / MLA / Vancouver. The style MUST be unique throughout the assignment)

Appendix I: <title of the item>
(THIS IS NOT WORD COUNTED)

Page number

MRGO6401 Project

Credit Units: 3

Class type: Supervised Written Assignment / Project

Objectives:

To enable the student to organize and apply his knowledge into a project

Description:

The project helps the student to organize and apply the knowledge he has learnt into an in-depth study or analysis of a clinical problem or a topic of significance. The student carries out a project under supervision of a tutor, and the result is compiled into an original written report of **3000 - 5000 words (excluding tables and references)**, and give a satisfactorily oral presentation in a class seminar.

The type of project ranges from 1) a randomized controlled trial study, 2) prospective case cohort study, 3) retrospective case cohort review, to 4) an in-depth guided case study and 5) systematic review / meta-analysis. Simple literature review does not meet our MSc standard and is NOT allowed.

Part time students should submit an outline of the project by **2 August 2024** for approval by the programme committee and arrangement of supervisor appointment. Full time students will undergo a special time line and the topic will be assigned/compromised.

Work distribution:

This 3 Credit-unit programme amounts to about 100 hours of work, which comprises of 84 hours of intensive independent work and 16 hours of tutorials and seminars (presentations). It is normally carried out over 6 months, approximately assigned 3 hours of work per week. In order to have good communication with supervisor(s), students should arrange at least 4 tutorials/meetings with the supervisor(s). Students should also attend at least 3 sessions of class seminars (presentations) including the session of their own presentation.

Implementation:

The student has to arrange with the supervisor assigned sufficient contact hours of tutorials for supervision, in form of direct meeting, or phone conference, or net meeting. If the project is co-supervised by more than 1 supervisor, student should ensure all the supervisor, co-supervisor, and/or site supervisor(s) know the project development well.

Supervisor(s)/co-supervisor(s) will be assigned to students according to the outline of project submitted in July/August. Students should meet their supervisor(s) to start develop the projects afterwards. A **topic plan presentation** will be held on **9, 11, 13, 16 & 18 October 2024 (Tue, Thu & Sat)** which serves as a review and assessment of the topics and their format. Approval to carry out the project will be granted upon satisfactory topic presentation. Students have to attend at least 3 sessions in addition to their own. Ethical approval is normally required for most research projects. Application should apply for ethical approval from CREC once the topic and format (protocol) is consolidated with the supervisor(s).

Refer from the experiences of the COVID-19 pandemic in previous years, students should take precaution of data collection is prohibited. Students MUST always review the progress and discuss with supervisors in advance for project revision in case of facing serious problems.

The deadline for the **first submission of report** is **30 April 2025 (Wed)** (via VeriGuide). This version will not be contributed into the final grade, but for supervisors' reviewing to determine if the student is ready for the oral presentation. **Presentation of project (VIVA Examination) is tentatively scheduled on 13, 15, 17, 20, 22 & 24 May 2025 (Tue, Thu & Sat)**. Students have to attend at least 3 sessions of presentations in addition to their own.

After the presentation, students should revise the report according to the comments in the presentation. The revised final version of report MUST BE submitted through the VeriGuide system on/before **31 May 2025 (Sat)**. After the similarity is calculated, students have to submit the signed declaration form to declare its originality, and the completed report (with all the references and appendix) to the programme secretariats by email. Should the ethical approval is applied and approved, please declare the application number in the report.

Grading:

The result of the module is graded by the following principles:

Topic Presentation (20%) & VIVA Examination (40%)	
✓ Content	✓ Question Handling
✓ Presentation	
Thesis (40%)	
✓ References, Presentations, and Writing Skill	✓ Content
✓ Overall Performance of project development	

Timeline:

<u>Deadline</u>	<u>Event</u>	<u>Remarks</u>
2 August 2024	Topic submission by email	Supervisor matching afterwards
9, 11, 13, 16 & 18 October 2024	Topic Presentation	8 minutes + 5 minutes Q&A Contribute 20%
November 2024	Topic finalized	Ethical approval applied
30 April 2025	Initial Submission of Report via VeriGuide	P/U grade
13, 15, 17, 20, 22 & 24 May 2025	VIVA Presentation	10 minutes + 5 minutes Q&A Contribute 40%
31 May 2024	Final Submission of Report via VeriGuide	Contribute 40%