

# College of Global Talents

*Beijing Institute of Technology, Zhuhai*



北京理工大学珠海学院

**中美国际学院**

College of Global Talents, BITZH

**Policy and Procedures**

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**Definitions of Relevant Terms:**

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Examples of offenses against the Code of Academic Honesty

Cheating on Quizzes and Exams

Fabrication/Willful Misrepresentation

Plagiarism

Facilitating Dishonesty:

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Honesty is a core value of the College of Global Talents, BITZH. For students to learn, they must do their own work. Our instructors set high standards and expect students to do their best, completing work through hard work and personal inspiration. Every student who registers for courses in the College of Global Talents, BITZH

## DEFINITIONS OF RELEVANT TERMS:

The College of Global Talents, BITZH Code of Academic Honesty covers four common and broad areas:

unauthorized means of assistance to improve scores or test marks is a form of cheating.

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intentional falsification and/or invention of any information or citation being submitted for a grade or as a part of the assessment process of student performance in a course.

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to knowingly help or assist or attempt to help another commit an act of academic dishonesty.

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## EXAMPLES OF OFFENSES AGAINST THE CODE OF ACADEMIC HONESTY

The following examples clarify offenses against the Code of Academic Honesty at College of Global Talents, BITZH. Many of these categories overlap. Offenses are not limited to this list and may include other types of cheating, misrepresentation, and dishonesty.

### CHEATING ON QUIZZES AND EXAMS

Using notes, books, calculators, phones, photos, computers, websites, social media, or other aids during a quiz or an exam when not allowed by the instructor

Talking during a quiz or exam when told by the instructor talking is not permitted  
eriod

Continuing to work on a quiz or exam after the instructor has notified students that time for the test has ended

Stealing, reproducing, circulating, or otherwise gaining access to a quiz, exam, or homework materials prior to the time authorized by an instructor

Ignoring the guidelines specified by the instructor for an assignment or using materials or study aids that the instructor has forbidden

### FABRICATION/WILLFUL MISREPRESENTATION

Fabricating (making up) quotations

Fabricating (making up) sources

Fabricating, dishonestly adjusting, omitting, or otherwise misrepresenting research results and records, including information, data, statistics, research facts, and its analysis

Engaging in selective reporting or omission of conflicting data for deceptive purposes

Altering graded work and resubmitting it for a new grade

Providing false information about reasons for class absences or late work when requesting a make-up quiz or exam or an extension for homework

Submitting the same paper for a grade in more than one class without approval from all instructors

Submitting a paper from a previous semester for a current class grade without the approval from the instructor

Altering documents affecting academic records, Such as falsifying information on a grade report, student ID card, or other official academic document.

Providing false information to others about academic performance, leadership activities, or membership in student organizations.

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Altering a score, grade, or schedule change on an academic record.

Forging the signature of an instructor, advisor, dean, or another student without proper authorization

Creating false university, college, or other official correspondences (Such as medical documentation)

## PLAGIARISM

Using the words, sentences, arguments, rhetorical structures, and ideas of another *without proper citation and acknowledgment*

Copying data, facts, graphs, computer programs, spreadsheets, images, photos, film/video, or other materials and using them *without proper citation or acknowledgment*

as your own

Failing to use quotation marks properly or when needed

Failing to give a source for quoted materials

Failing to paraphrase language completely

Failing to give a source for paraphrases

Failing to cite sources correctly and completely

work

## FACILITATING DISHONESTY:

Writing a paper for another student

Allowing another student to use your past homework assignments, papers, presentations, or similar items

Sharing homework with another student when told collaboration is not allowed

Allowing or helping another student to look at your exam or quiz during a test

Sharing with other students your notes, books, calculators, phones, photos, computers, web sites, social media, or other aids during a quiz or an exam when not allowed by the instructor

exam in place of the other student

Providing any materials, information, or assistance to another person with the knowledge or reasonable expectation that Such would be used for dishonest purposes

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## DECIDING ACADEMIC MISCONDUCT:

other students. Thus, it undermines the mission of serving all students fairly and equally. College of Global Talents, BITZH upholds the authority of the Instructor in the classroom. The instructor of any class at College of Global Talents, BITZH may fail any assignment if the instructor has evidence of academic dishonesty. The Instructor may take actions deemed necessary for the good of the student and the class as a whole.

## CONSEQUENCES FOR ACADEMIC MISCONDUCT

There are a series of procedures in place for dealing with academic misconduct. Misconduct can be resolved with a simple verbal warning or it may result in punishment up to and including expulsion from the College and the University.

It is up to the instructor involved to initially determine the seriousness of the infraction. Most of the time these can be handled informally or in a verbal conversation. Verbal warning issued by instructor will be sent to SAO for filing purpose. If problems continue or if a matter is deemed serious enough, it can be

If the infraction is deemed serious enough for a written record, the instructor should decide the level of seriousness and pass the case to Student Disciplinary Committee (SDC). Instructors may first consult with the Director of SAO and the Associate Dean for Academic Affairs.

There are five levels of written offenses. According to Student Manual of BITZH, **significant breach of academic honesty automatically begins at EITHER level Three (Demerit) or level Four (Probation).**

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A more serious level of infraction may result in filing a level 3 demerit report with SAO. Such examples may include suspicious behavior during an exam or being unable to answer basic questions about a submitted work. Three Demerits automatically places the student on Probation.

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Serious infractions (Such as an obvious case of plagiarism, being caught in the act of cheating) can result in the student being placed on probation.

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This is the most serious level of academic dishonesty. The student will be asked to leave the College.

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## THE STUDENT DISCIPLINARY COMMITTEE (SDC):

If an instructor believes an incident warrants official action, the instructor reports the incident to the Associate Dean for Academic Affairs who will convene a meeting for the Student Disciplinary Committee (SDC). This committee coordinates, tracks, and decides all reports of Academic Dishonesty. The SDC is chaired by the Director of SAO. Four standing members of the committee shall include the Associate Dean for Academic Affairs, an appropriate faculty member who is not the instructor of the course; a student representative from the Student Union, and a class representative or dormitory management.

An Instructor may fail a student for a specific assignment if there is evidence of academic misconduct. The Instructor may report the incident to the **SDC**.

If an Instructor has justification, he or she may fail a student for an entire course for academic misconduct with prior permission and in consultation with the **SDC**.

All incidents of academic fraud are reported to the **SDC**.

The College may assign **additional penalties or remediation**, based on the offense and the number of offenses by the student previously reported to the College.

## CONSEQUENCES OF VIOLATIONS:

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If found responsible for a first incident of serious academic misconduct, the student must complete some remedial or counselling work as determined by the instructor in accordance with College policies. The remediation may require essay answers based on assigned readings drawn from current events, literature, historical documents, and other sources designed to help the student better understand the effects of the misconduct. ***A student may not register for additional courses until the remedial work is completed and signed-off by the Instructor and the Associate Dean for Academic Affairs.*** The college will carefully track offenses and share this information as needed according to China law. The record of the infraction will be kept internally until the student graduates.

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Students with a second serious offense may be placed on **disciplinary probation** by the College, subject to the

for additional courses until such work is completed and signed-off by the Instructor and the Associate Dean for Academic Affairs. The infraction is recorded on the student's record. ***Significantly, this infraction becomes part of the student record. Any application to partner universities will include notification of infractions of Academic Honesty. College of Global Talents, BITZH cannot guarantee this information will not affect acceptance to partner universities.***

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***A student may be expelled from College of Global Talents, BITZH after a documented third offense, as decided by College Disciplinary Committee*** s approval. This is added to the student's permanent record and is visible on the transcript. The student is not allowed to enroll in courses at CGT-BITZH or to graduate from the institution.

Note: At times, the above sanctions are modified or combined based upon the particular details of a situation. Such situations must be decided and/or approved by the SDC.

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## APPEALS

All students have the right to file an appeal about a college decision related to academic misconduct.

If a student believes that the finding of academic misconduct is in error or the grade assigned by the instructor unjust, the student should first arrange a meeting with the instructor (and/or the instructor's supervisor) and then, if needed, with the program director of the department or program to discuss the matter. **If a misunderstanding has occurred, it can be clarified by speaking with the instructor first, and thus all students are encouraged to meet with their instructor before pursuing any other appeal process.**

If the student is dissatisfied with the result of these meetings, the student should make an appointment to discuss the matter informally with the Chair of the SDC. The student may call the office of SAO and schedule an appointment with the SDC to discuss policies related to academic misconduct.

After this meeting, the student will be asked to submit an informal summary of the discussion in writing, requesting a reconsideration of the consequences assigned by the College.

If the student is not satisfied with the result of this informal process, the student may request a formal appeal. The appeal must be sent within 10 business days of the student's receipt of the official email from the College stating the sanction given by the College concerning the academic misconduct. The student may write a letter with a detailed rationale for the appeal. The Associate Dean for Academic Affairs will review the case, meeting with the student if so requested.

If the student is not satisfied with the results from this formal appeal, the student may request that the case be reviewed by the Dean of the College of Global Talents, BITZH. The request must be written and should be addressed to the Dean.

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All students at CGT are invited to discuss academic misconduct and its consequences as well as how to appeal a decision made by the College. For further information about the academic misconduct policy students should request an appointment with either the Associate Dean for Academic Affairs or the Chair of the Student Disciplinary Committee.

Revised September 6, 2019

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