Appendix

REGULATIONS
of
Postgraduate Scheme in Engineering

September 2021

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Note: The academic regulations described in this document are based on the information known as of August 2021. They are subject to review and changes from time to time. Students will be informed of the changes as and when appropriate. Important information relating to students' studies is also published in the Student Handbook (website: http://www.polyu.edu.hk/as/webpage/for-student/student-handbook).

For ease of reading only the masculine pronoun has been used throughout this booklet. Women staff members and students should not take the omission of 'she', 'her' or 'hers' as being other than an editorial convenience.

SCHEME REGULATIONS

1. The Nature of the Postgraduate Scheme Education

1.1 The Postgraduate Scheme in Engineering (hereafter called "the Scheme") has been designed to establish a structure whereby graduates in employment can construct individual programmes of postgraduate study which will meet their own needs particular to their employment and are professionally coherent but still allow freedom to pursue interests by selecting from a wide variety of available subjects. Students progress by accumulating credits for each subject passed. Successful completion of an acceptable programme of subjects will lead to a PolyU postgraduate award.

1.2 Depending on needs, a student's selected programme of study can be designed for one or more of the following:

1.2.1 an in-depth treatment of an area beyond the student's first degree level in the same area;

1.2.2 updating of the knowledge of those engaged in a field especially where the discipline at undergraduate level is subject to rapid expansion or change;

1.2.3 a re-orientation or conversion to areas new to the student (in that it is in an area not directly related to the student's first degree); and

1.2.4 a synthesis and integration of a number of disciplines or subjects, particularly if the combination cannot be pursued adequately at undergraduate level.

2. A Student's Programme of Study

2.1 On admission, students are registered on a Master's Degree (MSc). Students satisfactorily completing a set of subjects in accordance with the given regulations for a specific award will be eligible for a Postgraduate Diploma (PgD) exit award or a Master's degree award with that specific award title. Students are required to accumulate 18 and 30 credits in order to be eligible for a PgD exit award and a Master's degree award with a specific award title respectively. Students may be given credit transfer for appropriate study they have earlier successfully undertaken at postgraduate level (See Section 5).

2.2 Unless stated otherwise, a Master's degree consists of a dissertation component, which is normally worth 9 credits. A non-dissertation option is available to students who, instead of doing the dissertation, can take taught subjects with total credits equal to that of a dissertation.

2.3 The Scheme provides an option for students to engage in a full-time (9 credits or more per semester) or part-time study load (less than 9 credits per semester). Full-time students normally take 3 to 5 subjects in a semester, and part-time students usually take 2 subjects. Students may have their study load vary from semester to semester which will accordingly affect their entitlement to University's services.

2.4   The subjects are mostly run in the evenings/on weekends, but some elective subjects may be made available during the day. Classes can also be arranged with such alternatives as full-time weekends or full-time weekdays.

3.   The Subject

3.1   The syllabus and/or level of treatment for all subjects in the Scheme is postgraduate in standard. Each subject offered is subject to a process of review and approval which looks for the achievement of an appropriate standard in terms of subject matter, teaching approach and professional standing of the subject teachers. The aim is the provision of the best possible programme in each field presented by subject teachers who are expert in the field rather than offering a multiplicity of programmes by different departments covering similar material. Teaching methods for each subject will vary to suit the nature of the material. However, all subjects require a similar amount of student effort. All subjects are first and foremost designed for students with experience and are of high standard in terms of relevance to modern practice, up-to-date content and intellectual challenge.

3.2   The size of the standard subject which is the building block of the Scheme is defined in terms of the approximate total time which would need to be spent by an average postgraduate student. The effort required of a student on one subject is equivalent to 4 weeks of full-time study, i.e. a total of about 105 hours (which includes class-contact time). On passing (i.e. obtaining a grade "D" or above) a standard subject, the student earns 3 credits. Exceptionally, there can be subjects which are not equivalent to 3 credits.

4.   Pre-requisites, Co-requisites, Exclusions and Exemptions

4.1   Certain subjects can be specified as "pre-requisites" for a particular subject, in which case the subject titles and code numbers of the pre-requisites will be specified in the subject description form. Students would not be allowed to take that subject unless they have completed and passed the pre-requisite subjects, or unless they have obtained express approval from the subject teacher.

4.2   By definition, a subject and its co-requisite must be taken in the same semester.

4.3   In the case that two subjects overlap significantly in content, they can each be specified as 'Exclusion' of each other. Students having completed one of these subjects will not be allowed to take the 'Exclusion' subject. Exclusions, if completed, will not be counted towards award requirement.

4.4   Students may be exempted from taking any specified subjects if they have successfully completed similar subjects previously in another programme or have demonstrated the level of proficiency/ability to the satisfaction of the subject offering Department. Subject exemption is normally decided by the subject offering Department. If students are exempted from taking a specified subject, the credits associated with the exempted subject will not be counted towards meeting the award requirements (except for exemptions granted at admission stage). It will therefore be

necessary for the students to consult the programme offering Department and take another subject in order to satisfy the credit requirement for the award.

5.   Credit Transfer

5.1   At the discretion of the subject offering Department and on the recommendation of the Chairman of Award Committee, students admitted to the Scheme may be given credit for previous postgraduate study. A fee will be charged for credits successfully transferred. Transferred credits may not normally be counted towards more than one degree[1].

5.2   Normally, the grades achieved in subjects taken as part of a PolyU postgraduate award for which credit transfer is approved may contribute towards the students' Grade Point Average (GPA). Grades achieved for postgraduate study which was not part of a PolyU programme will not contribute towards the students' GPA (credit transfer without the grade carried). The credits transferred will count towards the credit requirement for the award. All credit transfers approved will take effect only in the semester for which they are approved. A student who applies for transfer of credits during the re-enrolment or add/drop period for a particular semester will only be eligible for graduation at the end of that semester, even if the granting of the credit transfer will immediately enable the student to satisfy the total credit requirement for the award.

5.3   The validity period of subjects earned is eight years from the year of attainment, i.e. the year in which the subject is completed, unless otherwise specified by the department responsible for the content of the subject. Credits earned from previous study should remain valid at the time when the student applies for transfer of credits. For exceptional cases such as those stated in 5.3.1 to 5.3.3 below, subject offering departments shall have the discretion to approve the transfer of credits which have exceeded the validity period of subject credits on a case-by-case basis. All such exceptional cases must be reported to the Faculty Board with full justification.

   5.3.1   Mature learners for whom their previous studies were mostly completed a long time before their admission to PolyU, but who have working experience which would have kept them actively involved in the relevant area of study. The flexibility to be granted to these students based on academic comparability of subjects is in line with the policy of the University in promoting life-long learning.

   5.3.2   Students for whom the expiry of validity of credits is beyond their control such as medical reasons.

   5.3.3   Students have been approved for deferment of study, or approved for going beyond the maximum period of registration (applicable to students admitted in or before 2019/20).

5.4   If a student is waived from a particular stage of study on the basis of advanced qualifications held at the time of admission, the student concerned will be required to

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[1]   Credit transfer from undergraduate studies to postgraduate studies will be allowed on the condition that these credits were on top of the baccalaureate requirements.

complete fewer credits for award. For these students, the exempted 'deducted' credits at admission stage will be counted towards the maximum limit for credit transfer when students apply for further credit transfer after their admission.

5.5 Normally, not more than 50% of the credit requirement for award may be transferable from approved institutions outside the University. For transfer of credits from programmes offered by PolyU, normally not more than 67% of the credit requirement for award can be transferred. In cases where both types of credits are being transferred (i.e. from programmes offered by PolyU and from approved institutions outside the University), not more than 50% of the credit requirement for award may be transferred.

5.6 For credit transfer of retaken subjects, the grade attained in the last attempt should be taken in the case of credit transfer with grade being carried over. Students applying for credit transfer for a subject taken in other institutions are required to declare that the subject grade used for claiming credit transfer was attained in the last attempt of the subject in their previous studies. If a student fails in the last attempt of a retaken subject, no credit transfer should be granted, despite the fact that the student may have attained a pass grade for the subject in the earlier attempts.

5.7 Students should not be granted credit transfer for a subject which they have attempted and failed in their current study unless the subject was taken by the student as an exchange-out student in his current programme.

6. Registration Period/Study Load/Academic Probation/Deregistration

Normal duration for completion of a programme (applicable to students admitted in or after 2020/21)

6.1 Students should complete the programme within the normal duration of the programme. Those who exceed the normal duration of the programme will be de-registered from the programme unless prior approval has been obtained from relevant authorities. The study period of a student shall exclude deferment granted for justifiable reasons, and the semester(s) when the student has been approved to undertake internship. Any semester in which the students are allowed to take zero subject will be counted towards their total period of registration.

6.2 Students who have been registered for the normal duration of the programme may request extension of their studies for up to one year with the approval of the relevant Heads of Department. Applications for extension of study period beyond one year and up to two years will require the approval from Faculty Board Chairman.

6.3 For part-time Taught Postgraduate Programmes, the Heads of Department may approve the extension of studies up to two years, and Faculty Board Chairman may approve the extension of studies beyond two years and up to four years.

6.4 Students who have exceeded the normal duration of the programme for more than two years (four years for part-time Taught Postgraduate Programmes) and have been de-registered can submit an appeal to the Academic Appeals Committee to request further extension. If the appeal fails, the student shall be de-registered.

Maximum period of registration for completion of a programme (applicable to students admitted in or before 2019/20)

6.5   The maximum period of registration is five years from the date of first registration. This period shall exclude deferment granted for justifiable reasons such as illness or posting to work outside Hong Kong, but any semester in which the students are allowed to take zero subject will be counted towards the maximum period of registration.   No extension of registration period will be granted on grounds of timetable conflict or non-availability of subjects.

6.6   A student's registration shall lapse if it is no longer possible for him/her to obtain an award within the maximum period of registration.

Study Load

6.7   Unless exceptional approval is given, the maximum study load to be taken by a student in a semester is 21 credits. For such cases, students should be reminded that the study load approved should not be taken as grounds for academic appeal.

Academic Probation

6.8   Students who have a Grade Point Average (GPA) (See Section 15) lower than 1.70 will be put on academic probation in the following semester. Once when these students are able to pull their GPA up to 1.70 or above at the end of the semester, the status of "academic probation" will be lifted. The status of "academic probation" will be reflected in the examination result notification, but not in transcript of studies.

6.9   To help improve the academic performance of students on academic probation, these students will be required to take a reduced study load in the following semester (Summer Term excluded). The maximum number of credits to be taken by the students is decided by the programme host and subject to the approval of the relevant authorities.

Deregistration

6.10   Students will cease to be registered for the Master's award if:

        6.10.1 they exceed the maximum period of registration (applicable to students admitted in or before 2019/20); or

        6.10.2 they have reached the final year of the normal period of registration, unless approval has been given for extension (applicable to students admitted in or after 2020/21); or

        6.10.3 they have reached the maximum number of retakes allowed for a failed compulsory subject; or

        6.10.4 they fail to register on any subject in a semester without obtaining approval[2]; or

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[2] This does not apply if the student is enrolled on the dissertation.

6.10.5 their GPA is lower than 1.70 for two consecutive semesters <u>and</u> their Semester GPA in the second semester is also below 1.70; or

6.10.6 their GPA is lower than 1.70 for 3 consecutive semesters; or

6.10.7 they are granted the Master's award / PgD exit award.

When a student falls within any of the categories as stipulated above, except for 6.10.2 with approval for extension and 6.10.7, the Scheme Board of Examiners shall de-register the student from the programme without exception.

6.11   Those students who fall into any of the categories stated in Sections 6.10.1, 6.10.2, 6.10.3, 6.10.5 and 6.10.6 above will be awarded a PgD exit award before being deregistered if they have satisfied the requirements for a PgD exit award.

6.12   Those students who do not fall into any of the categories stated in Section 6.10 above will have "progressing" status.

6.13   The progression of students to the following academic year will not be affected by the GPA obtained in Summer Term, if any.

6.14   A student may be deregistered from the programme enrolled before the time frame specified in Sections 6.10.5 and 6.10.6 if his academic performance is poor to the extent that the Scheme Board of Examiners deems that his chance of attaining a GPA of 1.70 at the end of the programme is slim or impossible.

7.   **Deferment of Study and Zero Subject Enrolment**

7.1   A student may be allowed to interrupt his studies for a certain amount of time. This can be done by seeking either "deferment of study" or "zero subject enrolment". Both applications will have to be approved by the Chairman of Award Committee.

7.2   To apply for deferment of study, the student will have to provide strong justification for deferring his studies for one semester or longer. Deferment will normally be granted for no more than 2 semesters at a time. The total period of deferment cannot exceed 4 semesters. The deferment period will not be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20). Where the period of deferment of study begins during a stage for which fees have been paid, no refund of such fees will be made. Students who have been approved for deferment are not entitled to enjoy any campus facilities during the deferment period.

7.3   Students must apply to the Chairman of Award Committee for not taking any subjects in a semester. Otherwise they will be classified as having unofficially withdrawn from their study. Zero subject enrolment will only be considered for one semester at a time. Prior approval must be obtained. Applications should be submitted before the commencement of the semester concerned or in exceptional circumstances before the end of the add/drop period. All semesters in which the students are allowed to take zero subjects will be counted towards the total period of registration (or maximum period of registration for students admitted in or before 2019/20). A fee for retention of study place will be charged.

8. Subject Registration/Adding and Dropping of Subjects/Withdrawal of Subjects

8.1 In addition to programme registration, students need to register for the subjects at specified periods prior to the commencement of the semester. An add/drop period will also be scheduled for each semester/term. Students may apply for withdrawal of their registration on a subject after the add/drop period if they have a genuine need to do so. The application should be made to the relevant award hosting department and will require the approval of both the subject teacher and the Award Chairman concerned. Applications submitted after the commencement of the examination period will not be considered. For approved applications of subject withdrawal, the tuition fee paid for the subject will be forfeited and the withdrawal status of the subject will be shown in the assessment result notification and transcript of studies, but will not be counted in the calculation of the GPA.

8.2 The pre-requisite requirements of a subject must have been fulfilled before a student registers for that subject. However, the subject offering Department has the discretion to waive the pre-requisite requirements of a subject, if deemed appropriate. If the pre-requisite subject concerned forms part of the requirements for award, the subject has to be passed in order to satisfy the graduation requirements for the programme concerned, despite the waiving of the pre-requisite.

8.3 Subject to the maximum study load of 21 credits per semester and the availability of study places, students are allowed to take additional subjects on top of the prescribed credit requirement for award before they become eligible for graduation.

9. Changing Programme of Study Within the Scheme

9.1 If students wish to change the award for which they are registered they should seek the approval of the Chairman of Award Committee of the new award into which they would like to enter. Applications should be submitted to the host department of the new award for consideration and at the same time the Department of the old award be informed of such applications.

9.2 The Chairman of the Award Committee of the new award will ensure that there is availability of places and other resources to allow the proposed changes to be made.

10. Dissertation and Dissertation Assessment

10.1 Academic supervisors, and professional supervisors (optional) are appointed by the Award Committee. Students are expected to submit a dissertation proposal to the Award Committee no later than the last teaching day of the semester in which he first registers for dissertation.

10.2 Students can register on dissertations only if they are co-taking and/or have taken a total of 3 taught subjects (including credit transferred subjects) in that semester. Students are required to pay for all of the 9 credits the dissertation carries in the first semester when he enrols on the dissertation. Fees paid will not be refunded even if the student withdraws from his dissertation or from the Scheme during the course of

his registration. Students will be required to complete their dissertations within the normal period of 3 semesters. The minimum period for the dissertation work to be completed is 1 semester (for students admitted in 2018/19 or before) / 2 semesters (for students admitted in 2019/20 or after). Those who are not able to complete their dissertation may apply on the advice of the supervisor to the Award Committee for approval to extend the dissertation registration beyond the normal period but within the maximum period of 4 semesters. Applications for extension beyond the normal period will be considered by the Scheme Committee and approved only under exceptional circumstances.

10.3 When permission is granted to extend the dissertation registration beyond the normal period, the student will be required to pay a 3-credit tuition fee for each additional semester.

10.4 Break of study is normally not permitted once a student registers for dissertation and students are expected to pursue their dissertation in consecutive semesters.

10.5 The assessment panel will consist of two categories of member, namely:

   10.5.1 the supervisors (academic supervisor, and professional supervisor if relevant); and

   10.5.2 a second assessor who is a subject expert from the department, from another department in the University, or from industry, to be nominated by the Award Committee.

10.6 A copy of the dissertation should be sent to each of the assessors and one copy should be kept by the student.

10.7 After submission of the formal report the academic supervisor should make arrangements with the assistance of the department on a mutually convenient time and place for an oral examination at which the other assessors will be present. The date set for the oral examination should allow sufficient time for the examiners to read the submission and should normally be no later than one month after submission of the dissertation.

10.8 After conducting the oral examination the assessment panel will jointly allocate a grade guided by the following weightings which may vary depending on the nature of the project. Individual awards may modify key items and the recommended weightings according to the needs of each award.

Progress 20%	Dissertation 50%	Oral 30%	Total 100%

10.9 After the assessment of the dissertation is complete the academic supervisor will write a report on the outcome using standard outline report forms. These reports must be signed by all who participated in the assessment of the dissertation and be forwarded to the Award Committee.

10.10 The report will contain a date by which the student should submit his final dissertation and the number of hard and electronic copy required to the host Department which would arrange to send an electronic copy to the Library. The

deadline for submission of the examination report to the Award Committee is <u>TWO WEEKS</u> before the meeting of the Subject Assessment Review Panel.

10.11 Departments could at their discretion allow students to complete their dissertations during the summer break. In such cases these results could be processed by the Subject Assessment Review Panel held for the summer semester to allow students to graduate.

10.12 A set of operational guidelines on dissertation is attached at *Annex* for the reference of staff and students.

11.   Assessment of Taught Subjects

11.1   The assessment regulations adopted by the Scheme conform to the University's General Assessment Regulations for taught programmes. The ultimate authority in the University for the confirmation of academic decisions is the Senate, but for practical reasons, Senate has delegated to the Faculty Boards the authority to confirm the decisions of Boards of Examiners provided these are made within the framework of the General Assessment Regulations. Recommendations from the Scheme Board of Examiners which fall outside these Regulations shall be ratified by the Academic Planning and Regulations Committee and reported to Senate as necessary.

11.2   A variety of assessment methods, such as open book examinations, will be used. All other forms of assessment are included in the term coursework. This may include tests, assignments, projects, laboratory work, field exercises, presentations and other forms of classroom participation. Continuous Assessment assignments which involve group work should nevertheless include some individual components therein. The contribution made by each student in continuous assessment involving a group effort shall be determined and assessed separately, and this can result in different grades being awarded to students in the same group.

11.3   Assessment methods and parameters of subjects shall be determined by the subject offering Department.   The assessment for a subject is based on one or two components, namely coursework and/or examination. The weighting of coursework and examination is shown in the individual subject description forms. The subject offering department can decide whether students are required to pass both the continuous assessment and examination components, or either component only, in order to obtain a pass.   Such requirements would be specified in the subject description forms. Learning outcome should be assessed by continuous assessment and/or examination appropriately, in line with the outcome based approach.

11.4   Assessment grades shall be awarded on a criterion-referenced basis. A student's overall performance in a subject shall be graded as follows from 2020/21 onwards[3]:

Subject grade	*Short description*	*Elaboration on subject grading description*

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[3]   For the short description of subject grades and elaboration on subject grading descriptions for 2019/20 and before, please refer to the previous editions of this document.

Subject grade	Short description	Elaboration on subject grading description
A+ A A-	Excellent	Demonstrates excellent achievement of intended subject learning outcomes by being able to skillfully use concepts and solve complex problems. Shows evidence of innovative and critical thinking in unfamiliar situations, and is able to express the synthesis or application of ideas in a logical and comprehensive manner.
B+ B B-	Good	Demonstrates good achievement of intended subject learning outcomes by being able to use appropriate concepts and solve problems. Shows the ability to analyse issues critically and make well-grounded judgements in familiar or standard situations, and is able to express the synthesis or application of ideas in a logical and comprehensive manner.
C+ C C-	Satisfactory	Demonstrates satisfactory achievement of intended subject learning outcomes by being able to solve relatively simple problems. Shows some capacity for analysis and making judgements in a variety of familiar and standard situations, and is able to express the synthesis or application of ideas in a manner that is generally logical but fragmented.
D+ D	Pass	Demonstrates marginal achievement of intended subject learning outcomes by being able to solve relatively simple problems. Can make basic comparisons, connections and judgments and express the ideas learnt in the subject, though there are frequent breakdowns in logic and clarity.
F	Fail	Demonstrates inadequate achievement of intended subject learning outcomes through a lack of knowledge and/or understanding of the subject matter. Evidence of analysis is often irrelevant or incomplete.

11.5   "F" is a subject failure grade, whilst all others ("D" to "A+") are subject passing grades. No credit will be earned if a subject is 'failed'.

Indicative descriptors for modifier grades

Main Grade (solid)	The student generally performed at this level, indicating mastery of the subject intended learning outcomes at this level.
+ (exemplary)	The student consistently performed at this level and exceeded the expectations of this level in some regards, but not enough to claim

	mastery at the next level.
- (marginal)	The student basically performed at this level, but the performance was inconsistent or fell slightly short in some regards.

Note: The above indicative descriptors for modifier grades are not applicable to the pass grades D and D+

11.6 A numeral grade point is assigned to each subject grade.

The grade points assigned to subject grades attained by students from 2020/21 are as follows:

Grade	*Grade Point for grades attained from 2020/21*
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

The grade points assigned to subject grades attained by students before 2020/21 are as follows:

Grade	*Grade Point for grades attained before 2020/21*
A+	4.5
A	4.0
B+	3.5
B	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0

12. Retaking of subjects

12.1 Students may only retake a subject which they have failed (i.e. Grade F or S or U). Retaking of subjects is with the condition that the maximum study load of 21 credits per semester is not exceeded.

12.2   The number of retakes of a subject should be restricted to two, i.e. a maximum of three attempts for each subject is allowed.[4]

12.3   In cases where a student takes another subject to replace a failed elective subject, the fail grade will be taken into account in the calculation of the GPA, despite the passing of the replacement subject.

12.4   Students need to submit a request to the Faculty Board for the second retake of a failed subject.

12.5   Students who have failed a compulsory subject after two retakes and have been de-registered can submit an appeal to the Academic Appeals Committee (AAC) for a third chance of retaking the subject.

12.6   In relation to 12.5 above, in case AAC does not approve further retakes of a failed compulsory subject or the taking of an equivalent subject with special approval from the Faculty, the student concerned would be de-registered and the decision of the AAC shall be final within the University.

13.   Exceptional circumstances

13.1   Absence from an assessment component

    13.1.1   If a student is unable to complete all the assessment components of a subject, due to illness or other circumstances which are beyond his control and considered by the subject offering Department as legitimate, the Department will determine whether the student will have to complete a late assessment and, if so, by what means. This late assessment shall take place at the earliest opportunity, and normally before the commencement of the following academic year (except that for Summer Term, which may take place within 3 weeks after the finalisation of Summer Term results). If the late assessment cannot be completed before the commencement of the following academic year, the Faculty Board Chairman shall decide on an appropriate time for completion of the late assessment.

    13.1.2   The student concerned is required to submit his application for late assessment in writing to the Head of Department offering the subject, within five working days from the date of the examination, together with any supporting documents. Approval of applications for late assessment and the means for such late assessments shall be given by the Head of Department offering the subject or the subject teacher concerned, in consultation with the Award Chairman.

13.2   Assessment to be completed

    For cases where students fail marginally in one of the components within a subject, the BoE can defer making a decision until the students concerned have completed the

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[4]   The retake count for students admitted in or before 2019/20 will be reset to "0" in 2020/21 when the revised regulations come into effect.

necessary remedial work to the satisfaction of the subject examiner(s). The remedial work must not take the form of re-examination.

13.3   Other particular circumstances

A student's particular circumstances may influence the procedures for assessment, but not the standard of performance expected in the assessment.

14.   Eligibility for Award

14.1   A student would be eligible for award if he satisfies all the conditions listed below:

14.1.1 Accumulation of the requisite number of credits – 30 for MSc; 18 for PgD exit award; and

14.1.2 Satisfying the residential requirement for at least 1/3 of the credits to be completed for the award he is currently enrolled, unless the professional bodies stipulate otherwise; and

14.1.3 Satisfying all requirements as defined and/or stipulated for the respective awards and as specified by the University; and

14.1.4 Having a Grade Point Average (GPA) of 1.70 or above at the end of the programme[5]; and

14.1.5 Having successfully completed the Online Tutorial on Academic Integrity accessed via LEARN@PolyU (理學網).

14.2   The PgD exit award and Master's degree award are classified as: Distinction, Credit, and Pass.

14.3   A student is required to graduate as soon as he satisfies all the conditions for award (see Section 14.1 above). Subject to the maximum study load of 21 credits per semester, a student may take more credits than he needs to graduate on top of the prescribed credit requirements for his award in or before the semester within which he becomes eligible for award.

14.4   A student, however, will not be granted the same PgD exit award (in the same area) for the second time despite his satisfying the conditions for award as stipulated in Section 14.1 above, if he has been granted the award before.

14.5   If a student's registration status has been set to "Study ended" due to non-compliance with PolyU regulations, for example, failure to pay fees, he will not be eligible for the award unless his registration status has been reinstated.

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[5] For programmes leading to nested awards where satisfaction of the conditions leading to the lesser award is a subset of the conditions leading to the more advanced award, and where students opt to graduate with the lesser award when failing to complete the requirements for the more advanced award, subjects taken solely for fulfilling the requirements for the more advanced award may be excluded in the GPA calculation for the purpose of satisfying this condition (i.e. the student can graduate with the lesser award if the Award GPA of the lesser award can meet the minimum GPA requirement for graduation).

15.   Grade Point Average (GPA)

15.1   At the end of each semester/term, a Grade Point Average (GPA) will be computed as follows, and based on the grade point of all the subjects:

$$GPA = \frac{\sum_{n=1}^{N} \text{Subject Grade Point}_n \times \text{Subject Credit Value}_n}{\sum_{n=1}^{N} \text{Subject Credit Value}_n}$$

where N = number of all subjects (inclusive of failed subjects) taken by the student up to and including the latest semester/term. For subjects which have been retaken, only the grade point obtained in the final attempt will be included in the GPA calculation

In addition, the following subjects will be excluded from the GPA calculation:

(i)   Exempted subjects
(ii)   Ungraded subjects
(iii)   Incomplete subjects
(iv)   Subjects for which credit transfer has been approved without any grade assigned
(v)   Subjects from which a student has been allowed to withdraw (i.e. those with the grade 'W')

Subject which has been given an "S" code, i.e. absent from all assessment components, will be included in the GPA calculation and will be counted as "zero" grade point. GPA is thus the unweighted cumulative average calculated for a student, for all relevant subjects taken from the start of the programme to a particular point of time. GPA is an indicator of overall performance, and ranges from 0.00 to 4.30 from 2020/21.

15.2   For the purpose of determining the award classification, any subjects passed after the graduation requirement has been met or subjects taken on top of the prescribed credit requirements for award shall not be taken into account in the grade point calculation for award classification (i.e award GPA). However, if a student attempts more elective subjects (or optional subjects) than those required for graduation in or before the semester in which he becomes eligible for award, the elective subjects (or optional subjects) with a higher grade/contribution shall be included in the grade point calculation (i.e. the excessive subjects attempted with a lower grade/contribution, including failed subjects, will be excluded).

15.3   Subjects offered within the Scheme contribute equally to the calculation of the GPA and award GPA. The table below shows different types of GPA and their calculation methods:

Types of GPA	Purpose	Rules for GPA calculation

Types of GPA	Purpose	Rules for GPA calculation
GPA	Determine progression/ graduation	(1) All academic subjects taken by the student throughout his/her study, both inside and outside the programme curriculum, are included in the GPA calculation. (2) For retake subjects, only the last attempt will be taken in the GPA calculation. (3) Level weighting, if any, will be ignored.
Semester GPA	Determine progression	Similar to the rules for GPA as described above, except that only subjects taken in that Semester, including retaken subjects, will be included in the calculation.
Award GPA	For determination of award classification	(1) If the student has not taken more subjects than required, the Award GPA will be as follows: For programmes without level weighting: Award GPA = GPA (2) If the student has taken more subjects than required, refer to Section 15.2 above.

16. Guidelines for Award Classification

16.1 In using these guidelines, the Scheme Board of Examiners shall exercise its judgement in coming to its conclusions as to the award for each student, and where appropriate, may use other relevant information.

The following <u>GUIDELINES</u> will be used by the Scheme Board of Examiners to recommend the classification of the award:

<u>Guidelines</u>

Distinction   The student's performance/attainment is outstanding, and identifies him as exceptionally able in the field covered by the programme in question.

Credit   The student has reached a standard of performance/ attainment which is more than satisfactory but less than outstanding.

Pass   The student has reached a standard of performance/attainment ranging from just adequate to satisfactory.

16.2   The following are the award GPA ranges for determining award classifications:

Award	Award GPA
Distinction	3.60 – 4.30
Credit	3.00 – 3.59
Pass	1.70 – 2.99

16.3   <u>In awarding a distinction,</u> the Scheme Board of Examiners would also take into consideration the amount of credit transfers earned by the student. To be considered for a distinction, the student should normally have no more than 40% of the credits earned by credit transfer [i.e. 4 taught subjects (12 credits) for MSc; 2 (6 credits) for PgD exit award)].

16.4   Students who have committed academic dishonesty or non-compliance with examination regulations will be subject to the penalty of the lowering of award classification by one level. The minimum of downgraded overall result will be kept at a Pass. In rare circumstances where both the Student Discipline Committee and Scheme Board of Examiners consider that there are strong justifications showing the offence be less serious, the requirement for lowering the award classification can be waived.

16.5   Decisions by the Scheme Boards of Examiners on award classifications to be granted to each student on completion of the programme shall be ratified by the Faculty Board. For cases the decisions of which do not conform to the above indicative GPA range, they should be referred, by the Faculty Board, to the Academic Planning and Regulations Committee for ratification.

17.   Appeal Against Assessment Results/De-registration Decisions by the Scheme Board of Examiners

A student may appeal against the decision of the Scheme Board of Examiners within a stipulated period after the public announcement of the examination results (this refers to the date when results are announced to students via the web). Students should refer to the Student Handbook for details on the appeal procedures.

18.   Recording of Disciplinary Actions in Students' Records

18.1   With effect from Semester One of 2015/16, disciplinary actions against students' misconducts will be entered in students' records.

18.2   Students who are found guilty of academic dishonesty or non-compliance with examination regulations will be subject to the penalty of having the subject result concerned disqualified and be given a failure grade with a remark denoting 'Disqualification of result due to academic dishonesty / noncompliance with examination regulations'. The remark will be shown in the students' record as well as the assessment result notification and transcript of studies, until their leaving the University.

18.3   Students who have committed disciplinary offences (covering both academic and non-academic related matters) will be put on 'disciplinary probation'. The status of 'disciplinary probation' will be shown in the students' record as well as the assessment result notification, transcript of studies and testimonial during the probation period, until their leaving the University. The disciplinary probation is normally one year unless otherwise decided by the Student Discipline Committee.

18.4   The University reserves the right to withhold the issuance of any certification of study to a student/graduand who has unsettled matters with the University, or is subject to disciplinary action.

- END -

Operational Guidelines on Dissertation

With the exception of the stipulations in Section 10 of the Scheme Regulations which must be compiled with, this Annex serves as a <u>guideline</u> to students and staff. Departments may have different or additional conditions set out to assist students in preparing their dissertations.

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1.   INTRODUCTION

The dissertation is a very significant component of a Master's programme. It carries a weight equivalent to three taught subjects and represents around 315 – 345 hours of student effort. Since students usually continue with their jobs while they work on their dissertations, the subject of the dissertation is preferably related to the student's employment.

The dissertation should be an exposition of a student's own work and ideas. Where others have had an input (e.g. in a team situation) this should be clearly identified. Plagiarism is unacceptable. Expulsion may be imposed in cases of proven plagiarism (See *Annex-Pages 18 to 20*).

Though the subject areas of dissertations are so diverse it is impossible to define a standard approach to carry out the dissertation, its content should include an introduction and definition of objectives, a literature survey, a review of the problem followed by a description of the student's approach to solving the problem, the results or findings, an intellectual analysis of the results or findings, and finally a logical review of the conclusions drawn.

Students are encouraged to initiate dissertation topics relating to their employment. However, students may take up campus based dissertations in cases of difficulty.

2.   THE DISSERTATION PROCESS: PREPARATION, PROGRESS AND ASSESSMENT

The procedures for preparing a dissertation can be divided into three different stages.

2.1   Proposal

2.1.1   Each department hosting an award may arrange an Award Dissertation Seminar in the first week of each semester. At this time the Chairman of Award Committee will circulate a list of staff research interests and possible topics to students. Academic supervisors, and professional supervisors (optional) are assigned by the Award Committee. Only students who have registered on the dissertation subject will be assigned supervisors and permitted to submit proposals.

2.1.2   The purpose of these Dissertation Seminars is to enable participants to identify and define a problem for valid research, to develop their abilities to identify

and evaluate appropriate research methods, and to provide a framework from which participants can begin their own research work. The content of some of the seminars will include research methods, research design, analysis of data, presentation of findings, and ethical and legal considerations. Staff members active in research will participate and interact with students in answering questions and leading discussion on major issues.

2.1.3   Subsequent to the Dissertation Seminar, the student will prepare a dissertation proposal in a standard format using a synopsis form (Form ENG-PSE125 attached) in consultation with his academic supervisor. This standard form can be downloaded from the web.

2.1.4   Students are expected to submit their dissertation proposal to the Award Committee for approval no later than the last teaching day of the semester in which the student first registers for dissertation.

2.1.5   Regulations concerning dissertation registration

2.1.5.1 Once a dissertation proposal is approved the student shall proceed at once to carry out the work.

2.1.5.2 Students should be aware that approval to commence a dissertation is by no means automatic. There will be cases where a student is not permitted to proceed with a dissertation and therefore such students will be required to leave the Scheme on completion of the requirements for a Postgraduate Diploma award.

2.1.5.3 Students can register on dissertations only if they are co-taking and/or have taken a total of 3 taught subjects (including credit transferred subjects) in that semester. The normal period for completion of a dissertation is 3 semesters. Students are required to pay for all of the 9 credits the dissertation carries in the first semester when he enrols on the dissertation. Fees paid will not be refunded even if the student withdraws from his dissertation or from the Scheme during the course of his registration. The registration period for the dissertation is set at a maximum of 4 semesters from the date of registration, subject to the regulations on the maximum period of registration for completion of a programme *(applicable to students admitted in or before 2019/20)* / normal duration for completion of a programme *(applicable to students admitted in or after 2020/21)* and subject to satisfactory reports on progress from the academic supervisor. The minimum period for the dissertation work to be completed is 1 semester (for students admitted in 2018/19 or before) / 2 semesters (for students admitted in 2019/20 or after). Break of study is normally not permitted once a student registers for dissertation and students are expected to pursue their dissertation in consecutive semesters.

2.1.5.4 Subject to satisfactory reports on progress from the academic supervisor, students whose dissertation proposal has been approved will continue to register on their dissertation until either the completion of their dissertation or the normal dissertation registration period expires.

2.1.5.5 The student should plan to submit the completed dissertation well before the final deadline and at least several months before the end of the normal period.

2.2 Progress Reports

2.2.1 Students are expected to submit a progress report (Form ENG-PSE126 attached) to the Award Committee via their academic supervisor at least once every semester to ensure smooth progress of the dissertation.

2.2.2 Students should inform their academic supervisors immediately when difficulties arise.

2.3 Early Warning

Upon request from the Award Committee, a student who fails to progress to his academic supervisor's satisfaction will receive a warning letter from the department hosting the award.

2.4 Submission of Dissertation before Assessment

2.4.1 Under normal circumstances, with the agreement of the supervisor(s), students may prepare for assessment after satisfactory progress.

2.4.2 Students should submit the dissertation together with a Dissertation Submission Form (Form ENG-PSE127 attached) to the academic supervisor one month prior to the end of the semester.

2.5 Assessment

2.5.1 Oral examination

After submission of the dissertation for assessment, the academic supervisor shall make arrangements with the assistance of the department on a mutually convenient time and place for an oral exam at which the other assessors will be present.

2.5.2 Assessment panel

The assessment panel will consist of two categories of member, namely:

2.5.2.1 the supervisors (academic supervisor, and professional supervisor if relevant); and

2.5.2.2 a second assessor who is a subject expert from the department, from another department in the University, or from industry, to be appointed by the Award Committee.

2.5.3 Regulations concerning dissertation assessment

2.5.3.1 The date set for the oral examination shall allow sufficient time for the examiners to read the submission and should normally be no later than

one month after submission of the dissertation.

2.5.3.2 After conducting the oral examination, the assessment panel will jointly allocate a grade guided by the following weightings which may vary depending on the nature of the project. Individual awards may modify key items and the recommended weightings according to the needs of each award.

Progress 20%	Report 50%	Oral 30%	Total 100%

2.5.3.3 After the assessment of the dissertation is complete the academic supervisor shall write a report on the outcome using a standard outline report form. This report must be signed by all who participated in the assessment of the dissertation and be forwarded to the Award Committee.

2.5.3.4 The report shall contain a date by which the student should submit his final dissertation and the number of hard and electronic copy required to the host Department which would arrange to send an electronic copy to the Library. The deadline for submission of the report of the assessment panel to the Award Committee is <u>TWO WEEKS</u> before the meeting of the Subject Assessment Review Panel.

2.5.3.5 Departments could at their discretion allow students to complete their dissertations during the summer break. In such cases these results could be processed by the Subject Assessment Review Panel held for the summer semester to allow students to graduate.

2.5.3.6 Applications to defer submission should <u>NOT</u> normally be considered or approved except under exceptional circumstances such as illness. In such cases, students' applications for deferment of study can be considered.

2.5.3.7 If a student wishes to delay the submission of the completed dissertation beyond the normal period but within the maximum period of 4 semesters, he may apply on the advice of the supervisor. The application must be approved by the Award Committee.

2.5.3.8 When permission is granted to extend the dissertation registration beyond the normal period, the student shall be required to pay a fee which is set out in the Student Handbook, which shall entitle him to register for one additional semester.

3. DISSERTATION SUPERVISION

The amount of effort required by students in the dissertation should clearly be reflected in the quantity and quality of the final submission. In assessing the standard of dissertations supervisors will be seeking to ensure that the student has met with the aims of this part of the programme.

3.1   Academic Supervisor

3.1.1   The student and academic supervisor should contact each other from time to time to discuss progress against his agreed programme. The responsibility for arranging meetings between student and academic supervisor is shared by both parties.

3.1.2   The academic supervisor will provide guidance to complement that available within the student's employing organisation and advises the student about the style of presentation of the dissertation. If a professional supervisor has been appointed, the academic and professional supervisors will liaise as circumstances require.   The academic supervisor will be available for consultation on a regular basis both at the University and at the student's workplace according to circumstances.

3.2   Professional Supervisor (optional)

3.2.1   The role of the professional supervisor is to be able to assess the student's effort in the workplace and assist in the conduct of the oral examination and provide assurance that the candidate's work has been independently done. Students should approach a prospective professional supervisor and explain their requirements and should obtain his agreement to act as professional supervisor.

3.2.2   If the work for the dissertation forms part of a group endeavour within the student's organisation, it is essential that the student's personal contribution can be identified and that the professional supervisor can speak for the part which the student has played.

4.   FORMAT AND PRESENTATION OF DISSERTATION

4.1   Each copy of a thesis must be typewritten in double or one-and-a-half spacing on International-size-A4 paper, except for drawings, maps, or tables, for which there are no restrictions. The electronic copy should follow the same page set up and spacing specification.

4.2   A dissertation should contain the following parts, each starting on a new page, in the following order:

4.2.1   A cover page

DISSERTATION TITLE *(all capitalised)*

STUDENT NAME *(all capitalised)*

MSc in XXX

The Hong Kong Polytechnic University

Year of Award

4.2.2   A title page

The Hong Kong Polytechnic University

Name of Department

Dissertation Title

Student Name

A dissertation submitted in partial fulfillment of the requirements
for the MSc in xxx

the month and year of the initial
submission

4.2.3   A Certificate of Originality

CERTIFICATE OF ORIGINALITY

I hereby declare that this thesis is my own work and that, to the best of my knowledge and belief, it reproduces no material previously published or written, nor material that has been accepted for the award of any other degree or diploma, except where due acknowledgement has been made in the text.

_____ (Signed)

_____(Name of student)

4.2.4   Dedication (optional)

4.2.5   Abstract
-    Consisting of a summary of the work done, and between two hundred and five hundred words.

4.2.6   Publications arising from the thesis (optional)
-    Follow the format described in Paragraph 4.5 below.

4.2.7   Acknowledgements

4.2.8   Table of contents

4.2.9   List of figures, tables and abbreviations (all optional)

4.2.10   Chapter 1 : Introduction

4.2.11   The dissertation body

4.2.12   Conclusions and Suggestions for Future Research (the latter being optional).

4.2.13   References
-    The references for all chapters can be placed at the end, or those for each chapter can be placed at the end of the chapter.
-    References should be presented in alphabetical order of the first author, using the reference citation format for academic journal papers, book chapters, conference papers, research reports/working papers and books/research monographs, or in an internationally accepted format used by the discipline in which the study lies.

4.2.14   Appendices (optional)

The sequence of the above sections can be suitably changed according to the actual practices of different disciplines.

4.3.1   Intellectual property created by students in the course of their study at the University shall be owned by the University only if the student receives financial support from

the University in the form of wages, salary or stipends for undertaking their study or research in the University; makes material use of the University's resources for his/her research work; receives material guidance and intellectual input from the University's staff for his/her research work; or if his/her research work is funded by a grant to the University or to him/her by virtue of his/her employment by the University.

4.3.2   Generally speaking, intellectual property rights, among other things, refers to novel information and ideas that the law protects. It means the material or communicable result of scientific, humanistic, literary, and artistic effort. It includes, but is not limited to, works in the forms of copyrights, designs, inventions, discoveries, trademarks, formulae, processes, computer software, drawings and sculptures, journal articles, and conference presentations. Students should not, therefore, make the claim that they own the intellectual property of the research work in their dissertation or in other publications that resulted from their research work.

4.4   Each copy of the dissertation submitted for examination purpose should include the words 'Initial Submission for Examination Purpose' lettered on the front cover.

4.5   The approved dissertation should be submitted in electronic format and must be prepared in accordance with the following requirements:

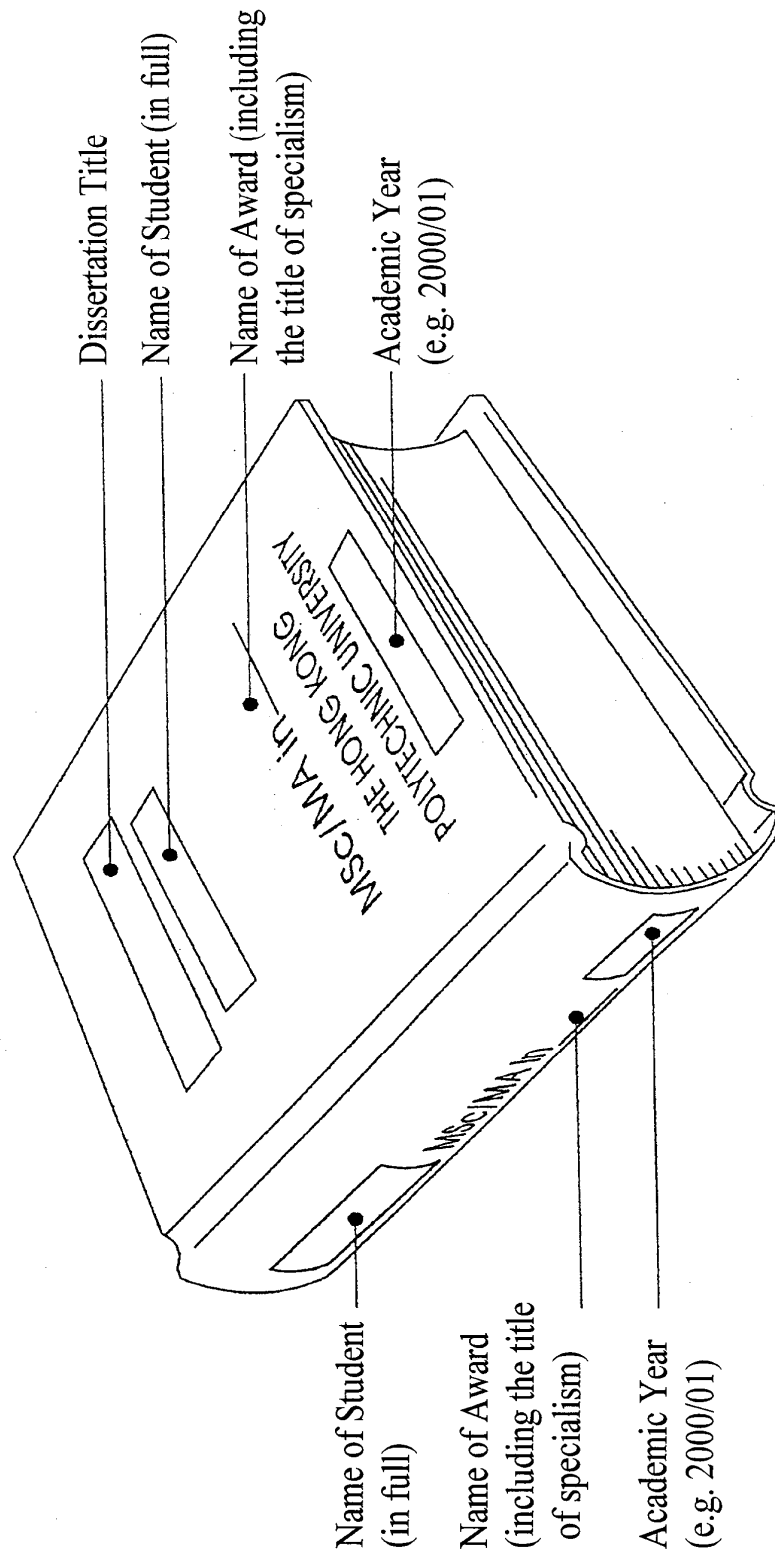| File format	PDF format Compatible with PDF version 1.4 (Acrobat 5) or higher Must be text-searchable. Image PDF is not acceptable
Paper size	A4 (210 x 297 mm)
Security	No password assigned and all security settings should be turned off
Font	All fonts must be embedded

The electronic version must be clear enough that it presents all images, data and symbols.

5.   BINDING OF DISSERTATIONS
[This is optional. Students should consult your department on the requirement.]

5.1   After assessment students will have their dissertations bound by outside binderies at their own expense. A rough sketch of a bound dissertation is set out on next page.

5.2   All dissertations should be bound with hard covers, with silver blocking on the front cover and on the spine. The colour should be navy blue.

5.2.1   Of the final copies submitted, one of these may be in a temporary heat-sealed "Perfect" binding with the title, name of author, degree and date. One of the final copies will be bound and will be lodged with the host department.

5.2.2   These final copies of the dissertation shall be checked and approved by the academic supervisor or Dissertation Coordinator. This shall be done within one month of the dissertation oral examination.

Rough Sketch of a Bound Dissertation

Dissertation Title

Name of Student (in full)

Name of Award (including the title of specialism)

Academic Year (e.g. 2000/01)

MSc/MA in
THE HONG KONG
POLYTECHNIC UNIVERSITY

MSc/MA in

Name of Student (in full)

Name of Award (including the title of specialism)

Academic Year (e.g. 2000/01)

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

<u>Form ENG-PSE125</u>

Postgraduate Scheme in Engineering
Synopsis

Dissertation Proposal for MSc in _____

This form should be typewritten. All sections should be completed in full. Sections 1-3 are to be completed by the student. In signing this form the Award Committee confirms that the student is registered on dissertation, the proposal is of an acceptable academic standard and that the university resources necessary for the dissertation will be made available. The completed form should be sent to the Award Committee for approval no later than the last day of a semester.

Section 1 : Student Details

Student's name :   PolyU ID No. :

Tel No. :   Fax No. :

Subjects taken so far (include title, grade, and academic year for all subjects for which a grade has been obtained)

Section 2 : Supervisor Details

Academic Supervisor's Name, Qualifications and Department :

Professional Supervisor's Name, Qualifications, Position, and Affiliation (appointment of which is optional) :

Professional Supervisor's Address :

Tel. No. :   Fax No. :

Section 3 : Details of Dissertation Topic

Dissertation title :

Signature of student :   Date :

Section 4 : Comments of Academic Supervisor

Signature :   Date :

Section 5 : Comments of Professional Supervisor, if any

Signature :   Date :

Section 6 : Decision of Award Committee

Approved/Referred back for improvement/Rejected

Signature :   Date :
Chairman, Award Committee

Objectives of the Project

Content

(Innovative features, challenge, academic value and applicability of the project)

(Cont'd)

Methodology

References

Scheduled programme of work

Description of facilities required and justification

(Also detail any other supporting facilities obtained elsewhere)

Expected completion date :

_____
Student's Signature

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

PolyU-FENG
05002

Form ENG – PSE126

Postgraduate Scheme in Engineering
Dissertation Progress Report

This report is to be completed by the student then endorsed by the academic supervisor who will forward it to the Award Committee every <u>semester</u>.

Student's name :_____ Student number _____

MSc in
_____

Academic supervisor's name :

_____

Dissertation title :

_____

Start date : _____ Expected completion date : _____

Student's report

Briefly describe progress since last report (or since commencement):

Please explain any problems you have identified and suggest appropriate action :

Signed : _____ Date : _____

Academic supervisor's comments

Progress is generally satisfactory / unsatisfactory (delete as appropriate)

Comments :

Signed : _____ Date : _____

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Postgraduate Scheme in Engineering
Dissertation Submission Form

Section 1 : To be completed by student

Students' Name :   PolyU ID No.:

MSc in :

Proposed Dissertation Title :

Name and department/company of academic, and professional supervisor (if any):

Signature :   Date :

Section 2 : To be completed by Academic Supervisor

☐   I agree that the dissertation is ready for submission.
   ☐   I do not agree that the dissertation is ready for submission. My specific views on the shortcomings have been made known to the student.
   ☐   I am satisfied with the title proposed by the student.
   ☐   I have amended the title proposed by the student as shown above.

Signature :   Date :

Section 3 : To be completed by Chairman of Award Committee

The Award Committee has nominated _____

as the assessor for this dissertation (optional if a professional supervisor is present).

Signature :   Date :

*   Please delete as appropriate.
\#   Please tick as appropriate.

About Plagiarism

(Students should refer to the Student Handbook for details
https://www.polyu.edu.hk/as/webpage/for-student/student-handbook)

Plagiarism refers to the act of using the creative works of others (e.g. ideas, words, images or sound, etc) in one's own work without proper acknowledgement of the source. According to the Webster's Ninth New Collegiate Dictionary (1987), to 'plagiarise' means

> [T]o steal and pass off (the ideas or words of another) as one's own : [to] use (a created production) without crediting the source : [to] commit literary theft : [to] present as new and original an idea or product derived from an existing source.

The University views plagiarism, whether committed intentionally or because of ignorance or negligence, as a serious disciplinary offence. Excuses such as "not knowing that this is required" or "not knowing how to do it" will not be accepted. It is the student's responsibility to understand what plagiarism is, and take action steps to avoid plagiarism in their academic work. The golden rule is: "if in doubt, acknowledge".

Avoiding Plagiarism

Students are required to submit their original work and avoid any possible suggestion of plagiarism in the work they submit for grading or credit. Below are some suggestions on how you can avoid plagiarism in your own work:

Use sources with care and respect

• Take careful notes so that you know where you got your information

• Keep track of all the sources you have used for each assignment

• Cite all your sources in your finished work, distinguishing carefully between your own ideas/work and those taken from others

• Include all your sources in your Reference or Bibliography section, normally included at the end of the paper

Find out the expectations of your Department and your teacher

- Different disciplines or professions may have slightly different conventions for citation and referencing. Ask your Department or teacher for the specific citing and reference system or conventions used in your chosen profession/discipline

- Ask your teacher what types of collaborations and help is permitted for the specific assignment

Develop your academic skills

- Plan your academic work carefully and start early so that you have time to do your own work

- Make a work schedule for your work and try to keep to it

- Study resource materials and attend courses or workshops provided by the University to continually improve your skills in referencing and academic writing

Be honest, and always do your own work

Resources and Support Provided to Students

To know more about plagiarism and how to cite sources properly in your work, please refer to the booklet "About Plagiarism and How to Avoid It" developed by the University at https://www.polyu.edu.hk/ogur/images/Plagiarism_Booklet_2020.pdf

You can also obtain more information about using sources and referencing styles from the following web page of the Centre for Independent Language Learning, English Language Centre of this University at http://elc.polyu.edu.hk/CILL/reference.aspx.

The University Library subscribes to EndNote. It is a reference management tool that could be used to help you create your own bibliographic database. More details can be found at: https://www.lib.polyu.edu.hk/research-support/tools/ref-management-tools.

The following is extracted from 'Policy on promoting academic integrity in PolyU'
(formulated by the University's Learning and Teaching Committee in June 2012)

1. Academic integrity is the foundation of any academic endeavour of a university, and is valued highly at PolyU. It is therefore the responsibilities of all members of the University, including both staff and students, to ensure that they pursue their scholarly work in an academically honest manner.

2. The purpose of this policy on promoting academic integrity is to nurture among students responsible and ethical attitudes towards their academic work. More specifically, it attempts to:

   - Educate students about the importance of honest behaviours in academic pursuits and scholarly work;

   - Provide guidelines and tools for academic staff to detect cases of suspected plagiarism, and take necessary actions;

- Provide opportunities for students to develop their ability to produce work that is plagiarism-free.

4. All academic staff are expected to actively monitor students' work for incidents of suspected plagiarism, using methods – including electronic detection – that are most suited for the context. They can, wherever they deem appropriate, require students to send any text-based assignments for electronic plagiarism check when/before submitting them for assessment.

5. <u>Students of postgraduate taught and postgraduate research programmes must send their theses or dissertations for electronic plagiarism check, and revise the work if necessary, before submitting the work formally for examination.</u> The respective Chief Supervisors are responsible for making sure that their students have complied with this requirement before sending their theses/dissertations to the Internal and/or External Examiners, and advising their students on how to revise their work to conform to the academic conventions of their discipline/profession.

6. All publications (e.g. conference paper or journal articles) produced by students and research personnel bearing the name of PolyU must also be sent for electronic plagiarism check, and subsequently revised if necessary, before submission to the relevant bodies (e.g. conference organisers or journal editors) for review for publication. Where appropriate, the overseeing academic staff are responsible for ensuring compliance of students/research personnel with this requirement.