THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

Student Guide on Online Tutorial on Academic Integrity

Opening Minds • Shaping the Future
啟迪思維 • 成就未來

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What are the aims of the Online Tutorial on Academic Integrity?

As part of the University's continuous effort in maintaining a fair and honest learning environment at PolyU, an online tutorial has been developed to:
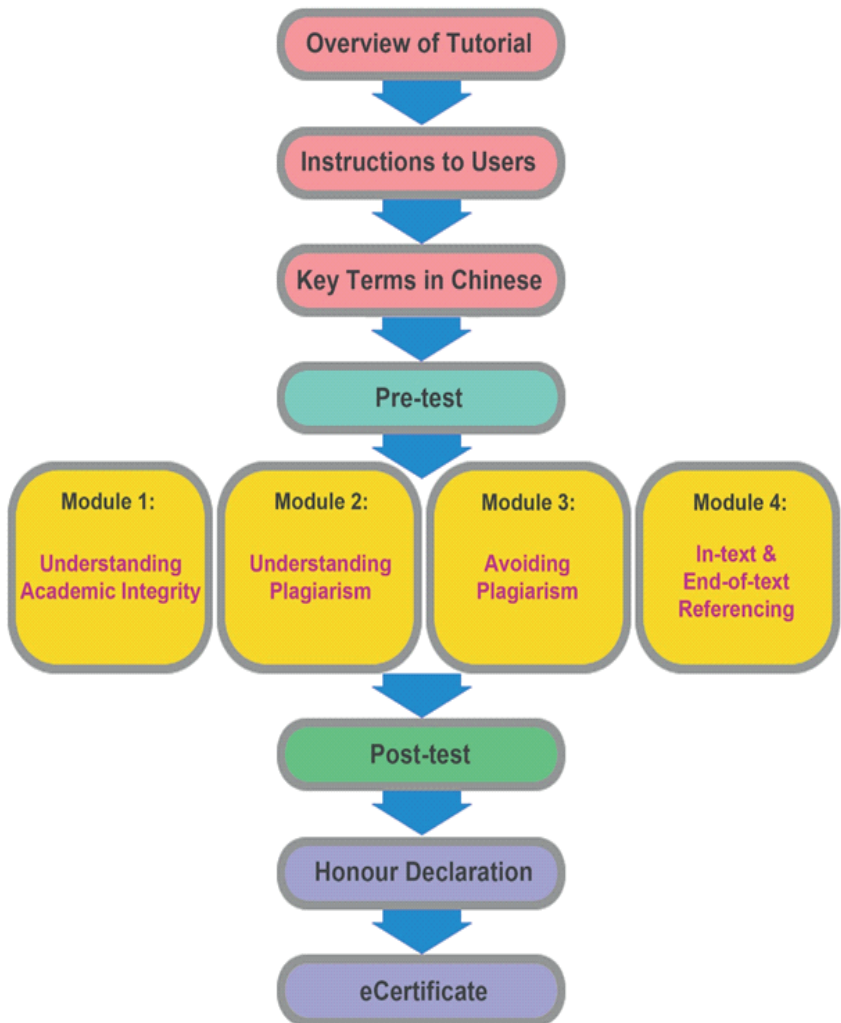
1. raise your awareness of the University's expectations for honest academic behaviour

2. explain to you the importance of upholding academic integrity

3. provide you with information about what might constitute academically dishonest behaviour and plagiarism

4. explain ways for you to stay clear from academic misconduct and plagiarism

What are the advantages of using the Online Tutorial?

Some of the advantages of using the Online Tutorial are as follows:

1. You will learn useful information and basic referencing skills that are essential to your study.

2. It offers you the flexibility in terms of time, pace and place in learning about academic integrity and avoiding plagiarism.

3. It complements PolyU's current provisions on educating students about academic integrity. These include briefings at orientations, web-based materials and a booklet for students on avoiding plagiarism (https://www.polyu.edu.hk/ogur/docdrive/Academic_Integrity/Plagiarism_Booklet.pdf) and electronic plagiarism detection tools.

What is in the Online Tutorial?

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Overview of Tutorial
        ↓
Instructions to Users
        ↓
Key Terms in Chinese
        ↓
      Pre-test
        ↓
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Module 1:	Module 2:	Module 3:	Module 4:
Understanding Academic Integrity	Understanding Plagiarism	Avoiding Plagiarism	In-text & End-of-text Referencing

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        ↓
     Post-test
        ↓
Honour Declaration
        ↓
   eCertificate
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The whole tutorial takes about 2 hours to complete. You may complete the modules at your own pace.

What are you required to do?

1. Read the Introduction to familiarise yourself with the following:
- Overview of the Tutorial
- Instructions to Users
- Key Terms in Chinese

2. Complete the Pre-test

3. Learn from the four modules to enhance your understanding of academic integrity and ways to avoid dishonest behaviour and plagiarism:
- Read the explanations
- Do the exercises

4. Complete the Post-test
- Aim at obtaining a score of at least 75%, which is the required score for successful completion
    (or re-visit the modules and re-attempt the Post-test if you do not obtain the score required for successful completion)

5. Sign the Honour Declaration

Upon signing the Honour Declaration, an eCertificate of successful completion will be sent to you within 24 hours via email. You should save a copy for future reference. When required, you can use the certificate to testify to your understanding of academic integrity.

How can you access the Tutorial?

The Online Tutorial is accessible on LEARN@PolyU (理學網):
https://learn.polyu.edu.hk

To log in to the Tutorial, simply follow the following three steps:

Step 1:
Log in to LEARN@PolyU (理學網)
(http://learn.polyu.edu.hk), using your
NetID and NetPassword.

Step 2:
Go to "Courses" and click
the link for Online Tutorial
on Academic Integrity.

Step 3:
Follow the instructions here on
how to use the tutorial. You can
use the vertical menu on your
left of the webpage to guide you.

Who can you contact for enquiries?

For technical enquiries or problems:

ITS Support   Telephone number: 2766-5900

For general enquiries or feedback:

Online Tutorial on Academic Integrity FAQs:
https://www.polyu.edu.hk/ogur/docdrive/Academic_Integrity/FAQ/index.htm

Enquiry Email: academic.integrity@polyu.edu.hk