



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

《學生學術誠信處理規條》

RULES

on Handling

Student Academic Dishonesty

校長的話

澳門大學秉承“仁、義、禮、知、信”的校訓，致力於為學生提供優質教育，將其培養成全面發展的世界公民。大學制定了“四位一體”的全新教育模式，融專業教育、通識教育、研習力教育和社群教育為一體。通過這種全方位的教育模式，大學力求為學生提供一流的教育。

大學堅定不移地維護學術自由這一原則。然而我們必須時刻提醒自己，要獲得學術自由，必須先要恪守學術誠信。大學的每一位成員都有責任為享有學術自由去維護學術誠信。大學為學生提供各種參與研究和學術活動的寶貴機會。作為學生，應該對求學滿懷熱忱，恪守誠信，以誠實的態度完成每次測驗和作業。如果違反學術誠信，就會損害大學的核心價值觀。

為使全體學生清楚理解自己的義務，大學特別制作了《學生學術誠信行為處理規條》手冊。手冊闡明了學術誠信的意義和重要性，如何避免學術不誠實行為，以及學術不誠實會導致的嚴重後果；另外也訂明了學生若違反學術誠信，教學人員可遵循的處理程序。

手冊包含了關於如何避免觸犯學術誠信規條的重要信息，但未能涵蓋所有和學術活動相關的問題。如有任何疑問，我們強烈建議學生向科目教師或論文導師諮詢。

澳門大學致力於為學生營造一個充分體現誠實、信任、尊重、公平、負責任等價值觀的環境。全體澳大學生都應該遵規守紀，維護學術誠信，並對自己作品的誠信負責任。作為澳大的一份子，我們每個人都有責任去維護和促進學術誠信。

澳門大學校長
趙偉

澳門大學

《學生學術誠信處理規條》

一、學術不誠實的種類：

本節旨在使澳門大學（澳大）學生了解最常見的幾種學術不誠實行為，重點闡述學術剽竊。

學術不誠實可泛指在任何學術作品中以任何未經授權或不可接受的方式進行的不誠實行為或企圖。學術不誠實是與學術活動相關的任何形式的誠實行為，可表現為多種形式，包括作弊、造假、串通舞弊及剽竊等。

以下為學術不誠實類別的舉例，但不涵蓋所有情況：

- 作弊**是指在任何學術活動中有意或企圖使用未經授權的資料、訊息或學習輔助工具，包括但不限於：
 - 在考試或作業中抄襲其他學生；
 - 在考試中傳出或接收訊息；
 - 在考試中使用未經許可的資料；
 - 向已經完成考試的學生索取試卷問題和/或答案；
 - 要求他人代為考試或寫論文；
 - 未經教師許可合作完成作業、在家考試或小測；
 - 為取得學分或學位，不止一次提交同一篇論文或相同論文的大部分內容。
- 造假**是指在學術活動中記錄或報告經捏造或偽造的來源、引用、數據或結果。例子包括：
 - 引用不存在的來源；
 - 編造或偽造證據、數據或其他原始資料；
 - 選擇性地省略或改變不支持結論或實驗準確性的數據，以偽造研究論文或報告。
- 串通舞弊**是指協助其他學生進行學術不誠實。儘管串通者不一定從中獲得個人利益，但其行為同樣違反學術誠信。例子包括：
 - 事先未經教師同意，有意或無意允許其他學生使用自己的作業；
 - 有意允許他人抄襲考試、測驗或其他作業的答案；
 - 代替其他學生考試或寫論文。
- 剽竊**是指未經他人許可和/或未適當表明出處而盜用他人的觀點、程序、結果或語句。其範圍可涵蓋提交給大學評核的任何形式的作品（包括作業、小論文、在家考試、項目、學位論文及所有其他形式的課業）。剽竊是偷竊知識的行為。使用他人的語句、觀點或結果，無論這些語句、觀點或結果是否已發表，都必須徵得原作者的許可和/或對來源給予恰當說明，否則，便是偷竊屬於他人的知識。

二、剽竊

由於從互聯網上複製資訊相對便利，剽竊現象可變得越來越嚴重。學校曾發現學生把來自網上的各種資料“剪切及粘貼”後即當作自己的作品。在學術界中，剽竊被視為學術不誠實，是嚴重違規的行為。學生如被發現剽竊，與其他形式的學術不誠實一樣，要受到不同程度的紀律處分，輕則成績不及格，重則被開除學籍。學生應閱讀《澳門大學學生紀律規章》，了解大學對學生違規行為的處分制度。

有學生聲稱沒有意識到自己的行為構成了剽竊。然而，無意剽竊也是違紀。不知情不是藉口，無論是有意或因為疏忽大意以致無意剽竊，都是違反學術誠信的行為，因為剽竊簡單地說就是抄襲他人作品而未作適當說明。澳大讓全體學生都能夠方便獲悉本規條，而全體學生也有責任閱讀並遵守本規條。如對剽竊或其他與學術誠信相關的問題有任何疑問，學生應向導師諮詢。

借用別人的觀點時，我們必須清楚指明其原作者；正如我們也希望別人在借用我們自己努力得出的觀點時指明我們是原作者一樣。為避免剽竊，對於所有的直接引用，必須用引號或適當的縮進格式標明；不論是直接引用或是通過自己語言的轉述，都必須根據該學科或該科目教師的要求，以適當的格式標明。

若抄襲同學的作業並以自己的名義提交，顯然是剽竊。剽竊行為有很多種，以下是一些常見的例子：

1. 逐字剽竊

逐字抄襲是最常見的剽竊行為，即不使用引號或不標明出處就將資料（如他人的出版物、文章或論文等）逐字逐句抄襲到自己作品中。就算在直接照抄的文字前後加上自己的話，也必須用引號標示出引用部份，以和自己的話作區別；另外也必須注明引用的出處。

2. 稍作修改的大篇幅抄襲

若複製他人的文章，並只作出一些小修改，例如添加或刪減文字、重新排列字詞的順序、改變句子結構（如將原文的主動語態改成被動語態），而又沒有標明出處，即視為剽竊。

3. 拼湊剽竊

如未適當用引號標示及標明出處，就從一處或多處來源中抄錄詞組或句子，或僅是改變原文中的幾處措辭，再把這些小部分拼湊成自己的作品，這也算是抄襲他人的觀點和措辭，屬於拼湊剽竊。為避免剽竊，必須按照正確的引用格式，將自己的觀點和來源於他人的內容清楚地區分開。

4. 用語剽竊

如未標明作者和出處就使用由某一作者創出的獨特術語或詞組，也是剽竊。如想使用作者的原話，必須用引號標出，並提供出處。

5. 改寫剽竊

改寫指用自己的語言把別人的觀點挪用為自己的觀點。改寫不是指用同義詞代替別人句子中的個別詞語。改寫是用自己的語言提煉原文思想，並用自己的語言將其重新表述出來。只要標明作者和出處，使用別人的觀點來支持自己的論點是可接受的方法。但是如果沒有標明就用自己的語言文字轉述別人的文字，就是將別人的想法據為己有，這就是剽竊。

避免剽竊的原則很簡單：每當使用他人已出版的觀點時，必須根據相關學科或相關科目教師的要求，以合適的格式標出作者及出處（對於未出版的資料，除上述做法之外，還須徵得原作者同意）。必須確保正確引用資料。如未適當說明出處就把別人的資料當成自己的作品，不論是用何種方法或從何處獲得該資料，也不論是有意或無意這樣做，都構成剽竊。

每個學生都有責任清楚了解何謂剽竊。為此，澳大訂立本規條，為學生提供更多這方面的資訊；但上述例子僅為示例，未能覆蓋所有剽竊行為。澳大圖書館有相關書籍解釋何謂剽竊以及關於文獻引用的指引。如不明白在何種情況下會構成剽竊以及如何避免剽竊，可向教師或圖書館館長諮詢。

先進的科技使得剽竊越來越容易，但同時也讓教師更容易的檢測到學生是否剽竊。此外，同學們很可能會引用同樣的文章，而且教師很可能在此前已經閱讀過相關內容。一旦抄襲，經驗豐富的教師也很容易就看出寫作風格的轉變。所以切忌剽竊。澳大提醒所有學生，剽竊等於盜竊別人作品，跟教育的目的完全相悖。若因擔心不能如期交作業或對該科目理解不透而抄襲，又或在寫作業時和在資料引用方面遇到困難，請諮詢教師。

大學大力提倡在全校範圍使用電子學習管理系統UMMoodle，或其他大學指定的軟件系統來提交作業、論文和學位論文。澳大所有教師現在可透過整合在UMMoodle內的剽竊檢測工具Turnitin，將學生的作品與網上的材料及Turnitin自帶的材料相比較，更容易評估學生作品的原創性。至於研究生學位論文，即使學生未使用UMMoodle提交，澳大強烈建議論文導師和評審委員會，在論文考核之前也要用指定的剽竊檢測軟件來檢測學生所提交的論文。學生如對使用UMMoodle提交作業或論文有任何疑問，可向澳大資訊及通訊科技部服務中心的職員諮詢。

從2012年1月1日起，澳大要求全校學生在提交論文時簽署並提交聲明書（教師也可要求提交其他作業時作出此聲明），聲明在作品中無任何形式的學術不誠實，並且對所有的引用資料已作出適當的引用（自我聲明書樣本見下文）。學生有責任確保自己沒有任何形式的學術不誠實行為，而不是依賴教師檢查和監督。

自我聲明書樣本：

本人謹聲明：本人所提交的論文／作業，除了經清楚列明來源出處的資料外，其他內容均為原創；本論文／作業的全部或部分未曾在同一學位／課程或其他學位／課程中提交過。

本人聲明知悉《澳門大學學生學術誠信處理規條》及《澳門大學學生紀律規章》。

簽名

日期

姓名

學生證號

課程 / 科目代碼

三、處理學生學術不誠實的程序

1. 如教師懷疑學生在呈交評核的學術習作中存在學術不誠實行為，可與其單獨會談了解情況。若教師認為該行為的情節並不嚴重，可適當對學生施加相關規章規定以外的處分。
2. 如教師懷疑學生在呈交評核的學術習作中存在學術不誠實行為，認為情節較嚴重或複雜而無法處理時：
 - (1) 教師應盡快將此事連同相關證據向系主任報告，無系主任時向課程主任報告；
 - (2) 系主任或課程主任應將事件及任何意見呈交院長處理。
3. 院長或其授權者應與學生及其他相關方會談，以調查情況。
4. 經與學生及其他相關方會談後，如院長或其授權者認為學生的行為並不構成學術不誠實，則不採取進一步措施，並終結此事件。相關學術單位應對事件保留一份書面報告作為紀錄。
5. 如證實學生違紀，院長可根據《澳門大學學生紀律規章》第五條第一款的規定，對學生予以以下一項或多項處分，並將結果以書面形式呈交學生紀律委員會留作紀錄：
 - (1) 口頭或書面警告；
 - (2) 譴責；
 - (3) 在適用情況下，歸還或賠償；
 - (4) 在規定的期限內暫停任何學術及其他學生權利、福利、優先權和/或使用大學設施的權利；
 - (5) 記過。
6. 院長應將裁決和處分以書面形式通過掛號信通知學生。院長也應以書面形式將處分決定告知相關係主任/課程主任。案件在學術單位內部終結。
7. 如有必要施加更為嚴厲的處分，根據《澳門大學學生紀律規章》第五條第二款的規定，院長應將案件送交學生紀律委員會，由其決定適當的處分。該委員會的組成應符合《澳門大學學生紀律規章》第九條第一款的規定。
8. 在下列情況下，相關學術單位可考慮將案件交由學生紀律委員會作進一步調查及決定：
 - (1) 院長或其授權者認為無法根據現有的證據作出決定；
 - (2) 案件情節十分嚴重或複雜，相關學術單位無法處理；
 - (3) 案件涉及校外人員。
9. 如學生紀律委員會調查後發現學生不存在違紀行為，則可結束該案件。學生紀律委員會應保留案件的書面報告，並將副本發送給相關學術單位以供其知悉並存檔。
10. 如學生紀律委員會經調查認定學生存在學術不誠實行為，除上述第5點第(2)至第(5)項處分外，學生紀律委員會還可根據《澳門大學學生紀律規章》第六條第一款的規定，對學生予以以下一項或多項處分：
 - (1) 在規定的期限內暫行停學；
 - (2) 開除學籍。

11. 在特殊情況下並經有權限機關或實體批准，校長可對學生/畢業生施以澳大現行內部規章和規條未有訂定的處分，包括但不限於：
 - (1) 將所修科目評為不及格；
 - (2) 撤銷科目學分；
 - (3) 收回大學授予的資歷。
12. 在決定處分時應考慮違紀行為的性質及嚴重性（如剽竊量、是否有預謀等）。之前違紀的次數也需要考慮，對屢次違紀的學生，應予以更嚴厲的處分。
13. 學生紀律委員會應將裁決和處分以書面形式通過掛號信通知學生。學生紀律委員會還應將處分決定以書面形式通知相關院長、教務長及學生事務長。
14. 根據《澳門大學學生紀律規章》對學生作出的任何處分，都應在相關學術單位備案，並紀錄在學生檔案內。
15. 為表明學生在某科目中有學術違紀的行為，學生紀律委員會有權決定在學生的成績單上加入學術不誠實的標註。相關學術單位或學生紀律委員會有權決定並告知學生，若其不再犯，該標註可在畢業時刪除；若然其在同一或不同學期違紀兩次或以上，該標註將永久保留在其學業成績單上。
16. 根據《澳門大學學生紀律規章》第十條第一款的規定，若學生不同意院長所作出的調查結果或處分，可在十個工作日內向學生紀律委員會提出上訴。上訴必須以書面形式進行。處理上訴的程序及最終決定應遵循《澳門大學學生紀律規章》第四條第五至第八款的規定。
17. 根據《澳門大學學生紀律規章》第十一條第一款的規定，若學生不同意學生紀律委員會所作出的調查結果或處分，可在十個工作日內向校長提出上訴。上訴必須以書面形式進行。上訴小組的組成、處理上訴的程序及最終決定應遵循《澳門大學學生紀律規章》第十一條第三至第五款的規定。

Rector's MESSAGE

The University of Macau is dedicated to providing students with quality education and nurturing students into versatile global citizens in accordance with the University Motto (Humanity, Integrity, Propriety, Wisdom and Sincerity). UM has developed a new educational model consisting of four components: disciplinary education, general education, research and internship education as well as community and peer education. Through this multi-faceted approach, we endeavour to provide first-rate education for our students.

The University has also been steadfast in upholding the principle of academic freedom. Yet we must constantly remind ourselves that honesty and integrity are necessary preconditions to this freedom. The right to academic freedom imposes upon all members of the University community an equal obligation to assume the responsibility for academic integrity. At the University of Macau, students are offered many unique opportunities to engage in research and scholarship. As a student of UM, you are expected to pursue your studies with passion and integrity, honestly completing each test and assignment. Failure to uphold the principles of academic integrity will undermine the University's core values.

To ensure that all UM students understand their obligations, the University developed this handbook containing the "Rules on Handling Student Academic Dishonesty". This handbook informs you of the significance and importance of academic honesty and how to avoid acts of academic dishonesty which will lead to serious consequences. The Rules also inform faculty members of the procedures developed to address violations of academic honesty.

This handbook outlines important information that you will need to know about avoiding academic dishonesty. It does not, however, address all issues related to integrity in every academic exercise and you are strongly advised to consult with your course instructor or supervisor if you have any questions.

The University is committed to fostering an environment that exemplifies the values of honesty, trust, respect, fairness and responsibility. All UM students are expected to observe the regulations and rules regarding academic misconduct and to be responsible for the integrity of their work. And each of us shares the responsibility to promote the importance of academic integrity.

Professor Wei Zhao

Rector, University of Macau

University of Macau

Rules on Handling Student Academic Dishonesty

I. Types of Academic Dishonesty

This section aims to provide UM students an understanding of the most common types of academic dishonesty, with a focus on plagiarism.

Academic dishonesty may be broadly defined as any fraudulent actions or attempts by a person to use unauthorised or unacceptable means in any academic work. It is any type of cheating that occurs in relation to an academic exercise and can come in many different forms including cheating, fabrication, collusion, and plagiarism.

The following are some examples of academic dishonesty. These examples, however, are by no means exhaustive:

1. **Cheating** is intentionally using or attempting to use unauthorised materials, information, or study aids in any academic exercise. It includes but is not limited to:
 - Copying from another student during an exam or on an assignment;
 - Giving or receiving information during an exam;
 - Using unauthorised material during an exam;
 - Obtaining exam questions and/or answers from a student who has already taken the exam;
 - Asking someone to take an exam or write a paper on his/her behalf;
 - Collaborating on homework assignments, take-home tests and quizzes without authorisation from the instructor;
 - Submitting the same paper/thesis, or substantial portions of the same paper/thesis, for credit or degree more than once.
2. **Fabrication** is the invention or falsification of sources, citations, data, or results and recording or reporting them in an academic exercise. Examples include:
 - Citing a source that does not exist;
 - Making up or falsifying evidence or data or other source materials;
 - Falsifying research papers or reports by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision.

3. **Collusion** is facilitation of dishonesty by helping other students engage in academic dishonesty. Though the facilitator may not benefit personally from providing assistance to another, the facilitator's act similarly violates academic integrity. Examples of collusion include:
 - Knowingly or negligently allowing one's work to be used by other students without prior approval from the instructor;
 - Knowingly allowing others to copy answers in exams, tests and other assignments;
 - Taking an exam or writing a paper for another student.

4. **Plagiarism** is defined as the appropriation of another person's ideas, processes, results or words without permission and/or due acknowledgment. It covers all forms of work submitted to the University for assessment (assignments, essays, take-home examinations, projects, theses and all other forms of coursework). Plagiarism is intellectual theft. When using another person's words, ideas or results, whether such words, ideas or results have been published or not, one must obtain permission and/or give that person appropriate credit, or else one will be stealing the intellectual property belonging to another.

II. Plagiarism

Plagiarism has become more serious with the relative ease of reproducing information that is readily available from the Internet. Students have been discovered to have 'cut and pasted' materials from various electronic sources and passed them off as their own. In academia, plagiarism is regarded as academic dishonesty and a serious offence. Like other forms of academic dishonesty, students who have committed plagiarism will face disciplinary measures ranging from an F grade to expulsion from the University. Students are expected to read the Regulations of the Student Discipline of the University of Macau for the mechanism for handling student disciplinary cases.

Some students have claimed that they were not aware of committing plagiarism. Inadvertent plagiarism is nonetheless considered an offence. Lack of awareness is no excuse, and plagiarism, whether intentional or inadvertent due to ignorance or carelessness, is still a violation of academic integrity. After all, plagiarism is a simple concept of copying without proper acknowledgement. The University has made the Rules easily accessible and all students are expected to read and follow it. If any student has any questions about plagiarism or other issues pertaining to academic integrity, he/she should consult the instructor.

We must be careful to recognise the people from whom we borrow ideas, just as we expect others to acknowledge the ideas that we ourselves have worked hard to develop. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate

indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course.

Obviously, if you make a copy of an assignment done by a classmate and submit it as your own, you are guilty of plagiarism but there are many other forms of plagiarism. Some common examples of plagiarism are:

1. Verbatim plagiarism or word-for-word plagiarism

The most common type of plagiarism is copying word for word from a source (e.g. the published works, the essays or theses of other persons, etc.) without using quotation marks and without citing the source. Even if you add some words of your own around the text that you copied directly from a source, you must identify the quote by placing quotation marks around it in order to distinguish it from your own words, and you must also acknowledge the source by providing a citation.

2. Substantial copying with minor modifications

If you reproduce another person's text with only minor changes, such as adding/deleting a few words, rearranging the order of words or phrases, and changing the sentence structure (e.g. using passive voice to replace active voice in the original), and do not give proper attribution, you are committing plagiarism.

3. Mosaic plagiarism

If you copy phrases or sentences from a source or a variety of sources or merely change a few words here and there, and then join those bits and pieces together without carefully identifying the quotes with quotation marks and citing the sources, the result is a mosaic of other people's ideas and words. You are responsible for making clear distinctions between your ideas and the ideas of the others who have informed your work and for following the correct citation style to avoid plagiarism.

4. Apt phrase

If you use an author's distinctive term or phrase without proper attribution, it is plagiarism. If you want to use the author's original words, you must put those words in quotation marks and provide a citation.

5. Paraphrase

Paraphrasing means taking another person's ideas and putting those ideas in your own words. Paraphrasing does not mean replacing a word or two in someone else's sentence with synonyms. When you paraphrase, your task is to distill the source's ideas in your own words and restate the ideas in your own words. It is a fine way to use another person's ideas to support your own argument as long as you attribute the material to the author and cite the source. However, if you rephrase someone else's text in your own words without attribution, you will be representing someone else's ideas as your own and that is plagiarism.

The rule of thumb here is simple: Whenever you use published ideas that are not your own, you need to give credit to the source and cite properly according to the accepted format for the particular discipline or as required by the instructor in a course (For unpublished ideas, on top of the above, you need to obtain permission from the author(s).). Make sure that the sources are properly referenced. Plagiarism occurs when you present as your own work, without due acknowledgment, any material that was obtained from another source, regardless of how or where you acquired it, and regardless of whether you committed plagiarism intentionally or unintentionally.

It is every student's duty to find out what plagiarism is. The University has set out these rules to provide more information but the above illustrations may not cover every situation. There are books explaining plagiarism and guides to referencing in the UM Library. If you feel uncertain about what constitute plagiarism and how to avoid it, consult your instructor or the Librarian.

Advanced technology has made plagiarism easier. At the same time, advanced technology has also made detection of plagiarism easier for instructors. It is highly likely that your fellow classmates are also referring to the same texts, and your instructor has probably read the sources before reading your paper. When you copy, the shift in writing style will also be obvious to your experienced instructor. Avoid plagiarism by all means. The University would like to remind all students that plagiarism is theft of someone else's work and it ruins the purpose of education. If you resort to copying due to pressure to meet assignment deadlines or insufficient understanding of the subject, or if you have difficulty in writing your paper and citing your sources properly, consult your instructor.

Submission of assignments, papers and theses electronically via UM's e-learning management system, namely UMMoodle, or another software system as prescribed by the University, is strongly advised across the entire University. With the integration of UMMoodle and the plagiarism prevention tool, Turnitin, made available to all UM teachers, instructors can now more easily evaluate the originality of students' works by comparing them with online sources and Turnitin-owned sources. For postgraduate theses, supervisors and examination committees at UM are strongly advised to check the submitted theses using the designated plagiarism detection software before proceeding with an examination even if the theses have not been submitted via UMMoodle. Should any student feel uncertain about how to submit assignments and theses via UMMoodle, please consult one of the UM staff members at the helpdesk of the Information and Communication Technology Office.

Effective from 1 January 2012, it is a university-wide requirement for students to submit a signed statement together with their theses (and other assignments as requested by individual teachers) to declare that they have not committed any type of academic dishonesty in their works and that they have included proper citations for all those materials extracted from other sources (see below a template for such a self-declaration).

It is students' responsibility to ensure that they have not committed any type of academic dishonesty, instead of waiting for their instructors to check and 'police' them.

Self-declaration template:

I declare that the thesis / assignment here submitted is original except for the source materials explicitly acknowledged and that this thesis / assignment, or parts of this thesis / assignment have not been previously submitted for the same degree / course or for a different degree / course.

I also acknowledge that I am aware of the Rules on Handling Student Academic Dishonesty and the Regulations of the Student Discipline of the University of Macau.

Signature

Date

Name

Student ID Number

Programme / Course Code

III. Procedures for Handling Student Academic Dishonesty

1. If the instructor suspects a student of committing an act of academic dishonesty in any academic exercise submitted for assessment, he/she can meet with the student individually and impose sanction(s) as appropriate except those as prescribed by the relevant regulations, if he/she believes that the nature of such act is not serious.
2. If the instructor suspects that a student has committed an act of academic dishonesty in any academic exercise submitted for assessment and considers the case more serious or complicated to be handled by himself/herself:
 - a. The instructor should report the matter as soon as possible, together with any relevant evidence, to his/her Department Head concerned or Programme Coordinator concerned in the absence of a Department Head;
 - b. The Department Head/Programme Coordinator should attach his/her comments, if any, and forward the case to the Dean/Director for handling.
3. The Dean/Director or his/her delegate should meet with the student and any other relevant parties to investigate.
4. After the meeting with the student and any other relevant parties, if the Dean/Director or his/her delegate is satisfied that no act of academic dishonesty has been committed, no further action will be taken and the case will be closed. A written report of the case should be kept by the academic unit concerned for record purpose.
5. If the student is proven guilty of the alleged offence, the Dean/Director may impose the following sanction, according to Item 1 of Article 5 of the Regulations of the Student Discipline of the University of Macau, either singly or in combination as deemed appropriate, and the result will be reported in writing to the Student Disciplinary Committee for record:
 - a. Verbal or written warning;
 - b. Reprimand;
 - c. Restitution or compensation, where applicable;
 - d. Suspension of any academic or other student rights, benefits, privileges and/or rights of using facilities for a specified period of time;
 - e. Recording a demerit.
6. The Dean/Director should inform the student in writing of the judgment and the sanction(s) and send the notification to the student by registered mail. The Dean/Director should also inform the Department Head/Programme Coordinator concerned of the disciplinary decision in writing. The case will then be closed at the academic unit level.

7. If more severe sanctions are deemed necessary, the case will be sent to the Student Disciplinary Committee via the Dean/Director in accordance with Item 2 of Article 5 of the Regulations of the Student Discipline of the University of Macau, for the Committee to decide on the appropriate sanction. The composition of such Committee shall be defined by Item 1 of Article 9 of the Regulations of the Student Discipline of the University of Macau.
8. Under the following circumstances, the academic unit may consider bringing the case to the Student Disciplinary Committee for further investigation and decision:
 - a. The Dean/Director or his/her delegate believes that he/she is not able to make a decision based on the available evidence;
 - b. The case is too severe or complicated to be handled by the academic unit concerned;
 - c. The case involves persons who are not members of the university community.
9. If the Student Disciplinary Committee finds the student not guilty after an investigation, the case will be closed. A written report of the case should be kept by the Student Disciplinary Committee and a copy shall be sent to academic unit concerned for information and record.
10. If the Student Disciplinary Committee finds the student guilty of academic dishonesty after an investigation, it may impose, apart from the sanctions in 5 (b)-(e) above, the following sanction in accordance with Item 1 of Article 6 of the Regulations of the Student Discipline of the University of Macau, either singly or in combination as deemed appropriate:
 - a. Suspension from the University for a specified period of time;
 - b. Expulsion from the University.
11. Under special circumstances and subject to approval by the relevant authority, the Rector may impose on students/graduates sanctions which are not stipulated in the internal regulations and rules of the University of Macau, including but not limited to:
 - a. An F grade for the course taken;
 - b. Removal of course credits;
 - c. Retraction of a qualification granted by the University.
12. In deciding on the sanction, the nature and gravity of the offence should be taken into account (such as the amount of work plagiarized, whether the offence is premeditated, etc.). The number of previous offences also needs to be taken into account. More serious punishments should be imposed for repeated offences.

13. The Student Disciplinary Committee should inform the student in writing of the judgment and the sanction(s) and send the notification to the student by registered mail. The Student Disciplinary Committee should also inform the Dean/Director concerned, the Registrar and the Dean of Students of the disciplinary decision in writing.
14. Any sanction imposed on a student according to the Regulations of the Student Discipline of the University of Macau should be filed with the academic unit concerned and kept as part of the student's file.
15. To denote that the student has committed an academic offence in the course, a notation of academic dishonesty can be included on the student's transcript, at the discretion of the Student Disciplinary Committee. At the discretion of the academic unit concerned or the Student Disciplinary Committee, the student may be informed that the notation will be removed at graduation if he does not commit more than one offence. However, if he commits two or more offences, during the same term or in different terms, the notation will appear on the official transcript permanently.
16. An appeal against any fact finding or any sanction imposed by the Dean/Director may be made within 10 working days to the Student Disciplinary Committee according to Item 1 of Article 10 of the Regulations of the Student Discipline of the University of Macau. Appeals must be in writing and the proceeding and final decision with respect to the appeal should follow the stipulations in Items 5 to 8 of Article 4 of the Regulations of the Student Discipline of the University of Macau.
17. An appeal against any fact finding or any sanction imposed by the Student Disciplinary Committee may be made within 10 working days to the Rector according to Item 1 of Article 11 of the Regulations of the Student Discipline of the University of Macau. Appeals must be in writing and the composition of the appeal panel, the proceeding and final decision with respect to the appeal shall follow Items 3-5 of Article 11 of the Regulations of the Student Discipline of the University of Macau.

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