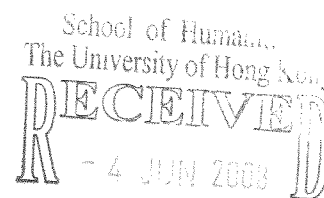


THE UNIVERSITY OF HONG KONG

FACULTY OF ARTS



DC
4/6/08

To: All Students in the Faculty of Arts

Plagiarism in Assessments and Examinations

All students are reminded that plagiarism is a serious academic offence. The Faculty of Arts upholds the principle that plagiarism in any form is unacceptable and any student found plagiarizing will be subject to disciplinary action. Plagiarism is defined in the Regulations Governing Conduct at Examinations – “as the unacknowledged use, as one’s own, of the work of another person, whether or not such work has been published”. Please read the following paragraphs carefully.

2. Coursework or dissertations submitted for assessment and examination purposes must be the student’s own work. Any passages quoted must be clearly marked as quotations and properly attributed to the authors concerned. Paraphrases or summaries of other people’s work or ideas must also be properly footnoted.
3. The standard practice regarding quotations is:
 - (a) Short quotations should be enclosed in quotation marks.
 - (b) Quotations in prose of more than about sixty words should be separated from the body of the text by extra space above and below.
 - (c) The author’s name, source and page number of each quotation should be clearly stated.
4. The standard practice regarding summaries and paraphrasing is:
 - (a) The paraphrase or summary is clearly indicated as such, using phrases such as ‘x says that’, ‘x claims that’, ‘in x’s view’, etc.
 - (b) The author’s name, source of the idea and page number should be clearly stated in the form of footnotes.
5. Further information can be obtained from various handbooks on writing, such as Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations (which is available in the Main Library), or the Graduate School booklet, Plagiarism and How To Avoid It and Preparing and Submitting Your Thesis – A guide for MPhil and PhD Students. The Graduate School Handbook also contains some useful sections on the offence of plagiarism. Copies of the last three documents are available for reference in the Faculty Office and departmental offices. Your department may also have some guidelines on this subject. If you have any questions about this subject, do not hesitate to consult your teachers or, if appropriate, your supervisor or members of your Departmental Research Postgraduate Committee, or the Graduate School.

6. Plagiarism is viewed seriously and the penalties cases where plagiarism is proved can be severe, up to and including the withholding of a degree and not in any case less than failure in the paper where plagiarism has occurred.



Professor Kam Louie
Dean
Faculty of Arts

June 3, 2008

cc: Heads/Acting Heads, Schools of Chinese, English, Humanities,
Modern Languages and Cultures
Chairmen, TPg programmes
Chairman, HADC
Chairmen, DRPCs