**Academic Misconduct**

The Institute thoroughly and clearly explains to students what academic misconduct is, holds regular lectures to educate students about academic misconduct, and promotes the importance of academic honesty.

Academic misconduct can be defined as one or more of the following (the list is not an exhaustive list):

* plagiarizing others’ achievements, not giving credit to others’ contributions or results, fabricating false data and conclusions, cheating, collusion;
* buying or selling assignments/work;
* submitting work of their own that contains material from a source (books, articles, internet sites) without proper citations and bibliographic references;
* submitting another person’s work as their own, or giving their own work to someone else for this purpose;
* submitting essentially the same piece of work for more than one course;
* bribing relevant staff in order to pass an examination;
* cheating on examinations:
* looking at other exam candidates’ work/test paper;
* copying other exam candidates’ work, whispering, signaling or gesturing at other exam candidates during the examination;
* leaving answer clues on tables or walls or other facilities in the examination room before the exam;
* during the examination, text materials related to the test content, or electronic devices that store materials related to the test content (whether read or not) are found on the table or seat;
* exchanging answer papers or passing on notes to other exam candidates;
* using any kind of communication device during the examination (regardless of the communication content being related to the content of the examination);
* intentionally allowing other exam candidates to copy their own answer sheets or assisting other exam candidates to do so;
* exchanging or transferring examination answer sheets;
* taking and stealing others' examination answer sheets;
* copying pre-prepared books, notes or other materials during the examination;
* taking the opportunity to go to the toilet to steal information about the examination content from outside the examination room, or talking to others about the examination content;
* allowing somebody else to impersonate as themselves to take the examination;
* impersonating someone else to take the examination.

*5.12 Regulations on Examination Management of Chongqing Institute of Foreign Studies*, provides relevant provisions on academic misconduct in courses, homework assignments and examinations (For more details, please refer to *5.12 Regulations on Examination Management of Chongqing Institute of Foreign Studies*, Chapter VII Examination Discipline, Chapter VIII the Recognition and Handling of Violations and Chapter IX Procedure for Violations).

If a student is found to be cheating during the examination, the invigilator will collect relevant evidence, fill in the examination record, ask the student concerned to sign the record, and submit it to the Academic Affairs Office. If a student is found to have committed academic misconduct, the teacher should follow the Examination Management of Chongqing Institute of Foreign Studies and record it in the student’s transcript (report card) as "fraud", and the grade for that course will be canceled. The Institute will issue a notice of academic misconduct and handle it according to *5.11 Regulations on the Daily Management of Students of Chongqing Institute of Foreign Studies* (Article 33) and *5.13 Measures for the Implementation of Chongqing Institute of Foreign Studies in Awarding Bachelor's Degrees to Ordinary Undergraduates* (Article 4).

Academic misconduct incidents will be handled by the Institute’s Academic Affairs Office and Student Affairs Office. The Institute will cancel the student’s grade for the course in question and record the academic misconduct in the student’s file. Academic misconduct in one course does not impact other courses the student is taking.

If academic misconduct occurs in non-exam assignments or papers, the relevant teacher will deduct the corresponding test score after confirming with the student, which may result in the student not passing the course.

The Academic Affairs Office, by reviewing a student’s paper, can conduct a duplicate check on CNKI (China National Knowledge Infrastructure) and provide a check report to determine whether the student has committed plagiarism or has not given credit to the work of others in the paper.

If academic misconduct is suspected in a student’s graduation dissertation, the student’s final dissertation will be submitted to the CNKI Academic Misconduct Detection Center for testing. (CNKI, short for *China National Knowledge Infrastructure*, is a national knowledge discovery network platform in China that provides unified search, navigation, online reading and download services of not only Chinese academic documents but also foreign language documents, academic dissertations, newspapers, conferences, yearbooks, reference books and other resources to people in China and abroad. The CNKI Academic Misconduct Detection Center undertakes its review by checking against its database as mentioned above.)

If a graduation dissertation is suspected of Plagiarism and does not meet relevant provisions, it will be rejected and dealt with accordingly. If the plagiarism ratio of the graduation dissertation is higher than 20%, the dissertation will be marked as Fail and the student will be unable to obtain the degree certificate that year and the student’s graduation will be postponed to another year. The student will have to retake the dissertation writing course and go through the dissertation defense in the following year with the next cohort of students.

If academic misconduct occurs during an exam, the grade will be directly canceled and the student will be required to retake the courses, which may lead to the student not obtaining a degree certificate. If a student does not admit to academic misconduct, he/she may file a complaint with the Registry in the Academic Affairs Office.

The complaint, which includes “whether there was fraud in the examination, plagiarism or fraud in the writing of the thesis,” will be reviewed by the Academic Affairs Office of the Institute.

In order to ensure the fairness of the appeal process, the Academic Affairs Office can access the surveillance video of the examination to determine whether the student has cheated in the examination.