

Guidelines for Revised Policy for the Student Feedback Questionnaire (SFQ) Exclusion

Background

The practice of excluding students who were found to have committed cheating or plagiarism from participating in the Student Feedback Questionnaire (SFQ) is established to protect faculty from potential biased evaluations. This set of guidelines aims to streamline the exclusion request process while maintaining the integrity of SFQ reporting. By excluding responses from students of the substantiated cases, the SFQ results can better represent the overall feedback and eliminate any undue influence caused by exceptional circumstances.

Exclusion Criteria

1. Only proven cases of cheating or plagiarism (as defined in paragraph 3 under the “[Regulations for Student Academic Integrity](#)”) filed on the ARO [Student Academic Misconduct Record](#) * will be processed.
2. Exclusion will only apply to the specific course in which the act of dishonesty occurred during the relevant term. Exclusion requests on cases filed in any previous terms will not be entertained.
3. Only cases that have been filed on the ARO [Student Academic Misconduct Record](#) by the last day of each term (not the last day of classes), as stated in the HKUST Academic Calendar, will be processed for SFQ exclusion.
4. Late case reporting or special arrangements will not be entertained.

Procedures

The process of exclusion consists of the following steps:

1. **Cheating or plagiarism cases submission:** Invigilators or instructors who consider that a student has engaged in academic misconduct should adhere to the existing case reviewing and reporting procedures specified in the “Regulations for Student Academic Integrity” and send the duly completed and signed “Report on Student Academic Misconduct” (Form EX-17) to the ARO to file the record. By signing the Form, the concerned students acknowledge that they will be excluded from the SFQ final reports for the relevant courses.
2. **Review and approval:** No approval process or application is required for SFQ exclusion.
3. **Exclusion arrangement:** The survey responses from the reported students who were found to have committed cheating or plagiarism will be excluded from the SFQ reports for the specific course in which the act of dishonesty occurred during the relevant term. A statement is included in both the EX-17 form and the SFQ System to inform students that responses from individuals found to have committed cheating or plagiarism will be excluded from the final reports of the respective course's SFQ.