

School of International Business
Rules for the Implementation of Management of Undergraduate Students Academic Affairs

In order to promote SIB's student education and improve the management of academic affairs, the Rules of Implementation are drawn up on the basis of "Management Regulation of Higher Learning Institution Students" (Ministry of Education No.21 Decree 2005) and "Rules of Implementation of Dongbei University of Finance and Economics Undergraduate Students Academic Affairs".

1. Arriving late at a single class or co-curricular activity

The class teachers will draw their attention to what is unacceptable and record their names on the work sheet. Various methods can be applied to record the attendance of students' course studies. Students who are not able to attend course studies on time could be considered as arriving late. Two cumulative late will be regarded as cutting a class. Students who cut courses will be punished or given disciplinary penalties by Students Affairs Office of SIB according to the "Rules of Implementation of Dongbei University of Finance and Economics Undergraduate Students Academic Affairs".

2. Cutting classes

Students must attend on schedule the assessment of all the courses and practical education links (including internship, experiment, course project, graduation thesis, etc). Students should submit written application in advance for leave. Students who cut courses will be punished or given disciplinary penalties according to the seriousness of the cases.

Students in the cases as follows are NOT allowed to take the final examination of a course and the course will be scored as ZERO and it will be recorded into credit system:

I.

Students who are absent from classes and other universities for accumulatively 6 times;

II.

Students whose shortage of hand-in coursework reaches one third;

III.

Students who disturb the normal class order and cause many negative influences to the class teacher and other students in the class.

If a student missed 6 classes or more, the teachers are empowered to give the student a ZERO as his/her final score. The student need to repeat the class in the next academic year. If a student missed less than 6 times, the teacher can reduce his/her score accordingly, even let him/her fail the class. All the reduction are controlled by the teachers. Teachers are supposed to remind the students when he/she missed 3 classes.

3. Classroom discipline

PHONES or any other electronic device (except E-Dictionary) must be TURNED OFF. No eating is allowed during the class time. Students must strictly comply with the classroom discipline. Those who fail to follow the arrangement, violate the rules and have to face the disciplinary actions in accordance with the seriousness of the case, and their scores for the course will be recorded in the lower grade. In serious cases, students will not be allowed to take the final examination of a course.

4. Plagiarism

This clause is a guide for tutors, students, lecturers, SIB staff and teaching management committee to clarify their roles and responsibilities regarding student plagiarism and outline what are SIB's procedures for dealing with plagiarism. It provides the basic information that you will need to appropriately cite and reference your work at SIB.

Plagiarism means presenting the work or property of another person as one's own, without appropriate acknowledgement or referencing. Plagiarism includes:

- Copying of sentences, paragraphs or creative products which are the work of other persons (including books, articles, theses, unpublished works, internal reports, lectures, notes or tapes) without due acknowledgement).
- Too closely paraphrasing sentences, paragraphs or ideas.
- Using another person's work (including words, music, computer source code, creative or visual artifacts, designs or ideas) or research data without due acknowledgement.
- Submitting work which has been produced by someone else (e.g. allowing or contracting another person to do the work for which you claim authorship).
- Copying or submitting computer files, code or website content in whole or in part without indicating their origin.
- Submitting previously assessed or published work for assessment or publication elsewhere, without permission or acknowledgement (self-plagiarism).
- In the case of group projects, falsely representing the individual contributions of the collaborating partners.
- Falsify statistical data or facts.

The policy complies with the following procedural requirements that aim to make actions and decisions more consistent across the university. In particular change support a more consistent approach to establishing the seriousness of an incident of plagiarism, and more explicit procedures for dealing with a plagiarism incident, imposing penalties and keeping records. Briefly, any incident of plagiarism is classified as one of three levels of seriousness.

I. Level I plagiarism

Level I plagiarism describes incidents that are probably due to the student's lack of knowledge about the correct conventions or for their lack of skill in using them. It may also be due to carelessness or neglect rather than planned deception. This level is typically identified by one or more of the following:

- An inexperienced student (first year of course or first year of experience at SIB).
- Work showing evidence of a genuine attempt at referencing (inadequate in-text citations, inept referencing, mixed conventions etc.).
- Poor standard of writing (clumsy paraphrasing and use of language).
- Plagiarism in only small sections of the work (a few sentences, a paragraph, a small section of a graphic or computer code etc.).

Level I plagiarism is identified and dealt with at the unit/course level. When a student's work has been identified as containing level I plagiarism, the student should be contacted and informed of the fault in their work and provided with educational advice and/or a recommendation to attend an education course or counseling. If it is determined that the student should correct the errors in their work, the student should not be given their mark or any feedback that does not relate to the plagiarism issues and then be directed to correct the errors prior to marking. There is no mark penalty for the level I plagiarism provided the student subsequently hands in work of an acceptable standard. The level 1 plagiarism can be handled by the teachers. If the students question the teacher's judgement and decision, they have the right to appeal to the teaching management committee of SIB.

II. Level II plagiarism

Level II plagiarism describes incidents where conduct is dishonest and unfair in connection with academic work, and therefore is considered Academic Misconduct. It is more serious than level I plagiarism and includes inappropriate or fraudulent acts or work arising from a student's ignorance of academic conventions (where adequate knowledge would have been expected), and where intention to deceive an assessor or cheat by way of plagiarism is apparent, but where the overall effect or consequence of the plagiarism does not significantly compromise the assessment process. Typically the work demonstrates one or more of the following:

- Little attention to the details of in-text citations and referencing (attempts are inadequate and extend to more than two paragraphs).
- Attempts to paraphrase but a paraphrase of the work is too close to one or more direct quotes without any acknowledgement.
- Copied sections from other sources without appropriate acknowledgement.
- Segments of another student's work or the student's own previous unacknowledged work (self-plagiarism).

- Made no contribution to the group project.

Penalties for this level of plagiarism may include a formal warning, direction to undertake a remedial/learning exercise and/or reduced or nil grade for assessable item that contained plagiarism. The course will be recorded ZERO if accumulatively 2 times of plagiarism is determined. If a level 2 plagiarism is suspected, the teacher should bring the essay to the director of SIB's teaching and research department, who will call a meeting within the department. After investigation, the teachers can make their own judgement. Once 2/3 teachers consider it is a plagiarism, the penalty will be made.

III. Level III plagiarism

Level III plagiarism is used to describe incidents where conduct is dishonest or unfair in connection with academic work. It is more serious than level II plagiarism and includes copied or appropriated work arising from a clear intention to deceive an assessor, or premeditated cheating by way of plagiarism, and where the effect or consequence of the plagiarism seriously compromises the assessment process. This student has likely (but not necessarily) been at university for a year or more. Normally, more than 30% of the work is copied or significant appropriation of ideas or artistic work or multiple pages or sections of text or graphics copied will be considered as the level III plagiarism. The work may:

- Have been obtained from another person or source.
- Whole works copied from students or other sources.
- Purchased assignment or stealing other's work.
- Be identical (or very close to) the student's own or other students' work or assignments from previous years or other units.
- Consist of large sections copied from other sources and presented as the student's own.
- Lack necessary citation and referencing or contain fabricated citations and/or references.

Level III plagiarism is considered academic misconduct and any allegation is formally investigated at the school level. Related teaching and research department then provides a report to SIB's teaching management committee who confirms the level of plagiarism and determine the penalty to impose. Penalties for this level of plagiarism can be serious and many include annulment of grade for the units in the same study period. The course will be recorded ZERO. For very serious cases, the student will be disqualified for any scholarship. If a level 3 plagiarism is suspected, the teacher should bring the essay to the director of SIB's teaching and research department, who will call a meeting within the department. Once 2/3 teachers consider it is a plagiarism, the matter should be provided to SIB teaching management committee to be discussed and then the committee will make the final decision.

5. Confirmation of plagiarism

If teaching staff suspect possible plagiarism or any intention by the student to be dishonest or unfair in relation to any academic work, the matter must be referred to the related teaching and research department. The teaching and research department will formally investigate the matter. Once the level of seriousness is judged by more than 2/3 teachers in the department as level I and/or level II, the class teacher could inform the student and penalize the student according to the relevant regulations in this rule. SIB's teaching management committee is responsible for determining the level III plagiarism and other controversial cases (If nominated by the teaching and research department). The student must then be given the opportunity to respond and appeal to the allegations within 3 working days. SIB Teaching Management Committee should reply the student within 5 working days.

6. Cheating in the exams

Students must strictly comply with the rules of the examination and complete their answer papers independently within the specified time. The cheating mentioned in these rules is referring to the tests and quizzes in the class. The class teacher will be the exam supervisor. Students must not cheat or plagiarize other students' research when writing a course paper, homework, report or the like. Students who fail to follow the arrangement, violate the rules of the examination or cheat in the examination will have to face disciplinary actions in accordance with the seriousness of the case, and the class teacher has the right to let the students leave the classroom and their scores for this part of the course will be recorded as invalid. The class teacher should deliver the cheated papers to SIB's Academic Affairs Office to put on file. If the cheating or plagiarism can be established by the class teacher, the student shall have the right to appeal the decision within three days. The related teaching and research department is responsible for settling the appeal cases. SIB organ 3 teaching and research departments as follows:

English Language Department

- **Oral English teaching center**
- **English Writing teaching center**

German Language Department

Major Department

7. Retake a course

Those who fail to pass a makeup exam need to take the course once again in the coming academic year. Self study is not allowed for those who repeat a course taught by a foreign teacher in SIB. Students who are unable to attend classes of a retaken course because of class time conflicts must re-select the course in the later academic year. After the 6th week, students are not allowed to participate the final exam of this course.

8. Coursework and Quizzes

The class teachers are encouraged to announce the deadline of each coursework (homework, assignment or project) and the timetable of regular quizzes and tests at the beginning of the semester. The scores will be recorded ZERO if the students cannot deliver the homework on time or miss the scheduled quiz.

9. SIB Teaching Management Committee

SIB's non-permanent organization include the school's academic committee, the academic degree committee and the school's teaching management committee. The teaching management committee should be created to guide and coordinate the academic affairs in SIB. The teaching management committee shall consist of a chairman, vice-chairmen and other members as follows:

Chairman: Wang Qingshi

Vice-chairmen: Sun Lei, Shi Da and Meng Mei

Vice-chairman and Secretary-General: Lv Ning

Members: Julie Ann Thoms, Li Wang, James Robert Degulis, Cui Lili, Zhao Shuofei, Li Yiming and Li Yuanbo

The SIB's Academic Affairs Office is responsible for the interpretation of this Rules of Implementation.