HGU CSEE Standard (v.0.3)

HGU CSEE is a higher educational institution that cultivates excellent and honest professionals who will serve God and people by playing a role as salt and light in the darkening world. A CSEE student should strive to develop expertise in IT-related fields based on the unshakable integrity of the Christian spirit exemplified by love and righteousness. This guideline aims to clarify the standard of honesty, sincerity, and responsibility the students should keep in order that they may overcome the temptations they encounter during their studies and develop into trustworthy and capable professionals.

- Responsibility in academic endeavors

  - Studying is not only a means of employment but also a process of self-development to become trustworthy experts who can serve God and their neighbors with their own specialties. Students should understand that finding their given talent is their main calling during their academic years. Therefore, students should dedicate their efforts to growing in knowledge, character, and spirituality by doing their best in all activities including lectures, labs, practices, assignments, exams, and projects.

  - The goal of studying is not only to find employment in the future but also to become trustworthy professionals who can serve God and their neighbors with their own specialties. Students should understand that finding and cultivating their given talent is their main calling during their academic years. Therefore, students should dedicate their efforts to growing in knowledge, character, and spirituality by diligently participating in all activities, including lectures, labs, practices, assignments, exams, and projects.

- Responsibility of conscience

  - Students in CSEE should strive to become reliable and trustworthy experts, as honesty and integrity are no less important than professional knowledge for changing the world. Students should prevent themselves from falling into temptations or committing any kind of dishonest behavior. The standards of academic dishonesty and cheating are described in the "CSEE Honor Code Guidelines".

  - If students witness any academic dishonesty, they should immediately report the incident to the professor, the dean, or anyone in charge of the course so that proper guidance and disciplinary action can be given.

- Responsibility as a member of the community

    - Students should consider their friends, juniors, and seniors as colleagues who will establish God's kingdom in the professional field together, and thereby help, respect, and be polite to one another.

    - Students should fulfill the responsibilities expected of them as formal members of CSEE and help build the community by participating in official events of the department or the student council.

    - As members of society, the nation, and the world, students should participate in volunteer activities to realize love and righteousness. Especially, they should care for and dedicate their services to the neighbors in need.

CSEE Honor Code Guidelines

The standards of honesty that students should keep during the academic years in CSEE of HGU are stated as follows.

- Attendance

  - Students should acknowledge that studying is a holy calling and do their best to attend every class.

  - A legitimate attendance means arriving in the classroom before the class begins and participating in the entire class. If a student arrives in the classroom within 15 minutes after the class begins, it will be recorded as 'late'. (or 'tardy') If a student arrives after 15 minutes after the start of class, it will be recorded as 'absence'.

  - Marking her/his own attendance sheet without attending the class or marking another student's attendance sheet who is absent is regarded as cheating.

  - If students find errors in their attendance record, they may/should ask the professor for a review and correction. Modifying the record without the approval of the professor is prohibited.

- Assignments

  - Assignments are educational activities necessary to fully understand the lecture and to apply the materials to practical problems. Students should complete all assignments with honesty and sincerity to develop the knowledge and skills intended for the assignment.

  - Submitted assignments are reflected in a grade evaluation. Therefore, students should never commit any kind of dishonest behavior including acquisition, utilization, request, or provision of unauthorized information or assistance that can disrupt the fairness of evaluation.

  - It is allowed to get help from peers in order to understand the lecture materials, announcements, or directions for homework. However, each student should complete the entire assignment on their own.

  - Submitting assignments or program codes written by others or acquired from the internet or AI without the explicit approval of the professor is regarded as cheating.

  - Showing or lending one's own homework to another student is also considered cheating that disturbs fair evaluation and hinders the academic achievement of the other student.

- It is regarded as cheating if two or more students conduct their homework together and submit it individually when the homework is not a group assignment.

- One may receive help from other students if a problem in the assignment cannot be solved even with the best effort; however, the assistance should never go beyond the correction of basic grammatical errors. It is cheating to get help about design, logic, and algorithm required in assignments from another person than the professor, TA, and tutor.

- It can be suspected or regarded as cheating if the similarity between assignments submitted by different students is beyond an acceptable degree that can be considered as a coincidence or when the student is not able to explain in detail about their homework.

• Examination

- Examinations are educational procedures necessary for the evaluation of the student's achievement and for encouraging the students to absorb the material in the process of preparation.

- The student should do their best to prepare for exams in order to improve their own knowledge and skills, and should fully engage in the test during examination hour.

- Accessing or providing unauthorized information, including the answer sheets of other students or AI, is regarded as cheating.

- The use of electronic devices, including cell phones and computers without permission is strictly prohibited.

- Entering or leaving the classroom during the examination before the finish time without permission is regarded as cheating.

• Laboratory (Experiment and/or Practical exercise)

- Unless explicitly allowed by the professor, using some or all of the reports written by other students while writing a pre-report or the main report is considered cheating.

- Lending or showing one's report to others also corresponds to cheating.

- It can be suspected or regarded as cheating if students cannot explain their reports in detail.

- It is cheating if students conduct an experiment or practical exercise by referring to other students' pre-report (in the case of a team project, referring to another team's report) while doing the experiment and practice.

- Showing or lending one's code (in the case of a team project, showing it to other teams) also corresponds to cheating.

- Team Project

    - A team project is an educational procedure that helps the students to develop major-related skills and abilities as well as teamwork, communication skills, and morality through the experience of carrying out a mission as a team.

    - As a member of the team, each student should fulfill their responsibility by diligently completing individual tasks and respecting other members.

    - Students should do their best in team projects as the poor performance of one member impacts the whole team and causes unnecessary damage.

    - In the case of mutual peer evaluation in a team project, each member should evaluate other students fairly based on their role and contribution. It is cheating to request or to give a higher evaluation beyond the actual contribution, especially to a member who has poorly participated.

    - It is cheating if a team uses the whole or part of the product that is not completed by team members except when it is clearly allowed.

- Grade

    - The grade is determined solely by the student's achievement. It should be measured fairly according to the proper procedure and standards set by the professor and the university.

    - When a student finds obvious errors or mistakes in their scores for exams or assignments, one should contact the professor via appropriate procedures within the announced time period.

    - Students may not ask for correction of scores or grade changes other than in the case described above.