Guideline for using VeriGuide

Department of Philosophy
The Chinese University of Hong Kong

1. The idea of VeriGuide
2. Steps of using VeriGuide
3. Caution

Policy

- The Senate Committee on Teaching and Learning decided that all student assignments in undergraduate and postgraduate programmes should be submitted via VeriGuide with effect from September 2008.
- This applies to assignments in the form of a computer-generated document that is principally text-based.

  http://www.cuhk.edu.hk/policy/academichonesty/p09.htm

VeriGuide (維誠)

- VeriGuide is an integrated assignment management and *similarity checking system*.

What does VeriGuide do?

1. It matches various formats of submitted files within the submission, with past submissions, internet resources and other provided databases.
2. Originality reports will be generated to help teachers to review.
3. No originality reports will be sent to students when they submit their assignments to the VeriGuide.

Submission through VeriGuide

1. Go to the Homepage of VeriGuide.

   https://academic.veriguide.org/academic/login_CUHK.jspx

2. Enter your Computing ID and password on the right hand side.

VeriGuide™

English | 繁體中文 | 简体中文

Overview: VeriGuide

This is a new front-end for VeriGuide, a system to check similarities on documents from different sources to uphold academic honesty. Using this site, students could turn in their course assignments, and course lecturers could check the submission status.

This site supports **Mozilla Firefox** and **MS Internet Explorer (7.0 or above) ONLY** currently. Should you have any problems in using the system, please contact us with your CUHK webmail account at veriguide@cuhk.edu.hk.

As part of the process of educating students about academic honesty and proper referencing, CUHK provides the following support. Please visit Honesty in Academic Work website for more information on academic honesty policy.

Login for CUHK

Enter your Login ID and password to log in to VeriGuide.

Computing ID
e.g. s1123456789

CWEM Password

Login

What is CWEM computing ID?

Staff computing ID: "b" + 6-digit random number

Students admitted in 2010-2011 and thereafter: The computing ID is "s" + 10-digit student id

Students admitted in 2009-2010 and before: The computing ID remains unchanged as given before. That is "s" + first 7 digit or 6 digit of old student ID format.

VeriGuide™

English | 繁體中文 | 简体中文

TANG, Man To

The Chinese University of Hong Kong

Submission | History | Resource | Logout

Overview



Overview

This is your VeriGuide Account Overview page.



Submission

You may upload your documents to VeriGuide using suitable submission function.



Submission History

You may view your submission records by various submission functions.

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Course Information

Academic Year: 2012-2013

Term: 1

Choose a course: No course available.
Please make sure you have selected correct year and term.

... or type in a code to search:

Assignment Information

Assignment Marker: (select a course first)

Assignment Number: (select a marker first)

Deadline:

File: Browse...

Submission Type: Individual Project / Group Project

Next

Precautions

Please ensure your document fulfills the following to avoid possible problem in processing your submission:

- in a supported file format
- can be opened in your computer
- not password protected or encrypted
- contains valid contents and not empty
- file size not greater than 20MB

If problems in processing your submission persists, please try to change the file format (e.g. convert to PDF) and submit again.

Supported Format

- Acrobat Portable Document Format (.pdf)
- HTML (.htm/.html)
- Microsoft Word (.doc/.docx)
- Microsoft Excel (.xls/.xlsx)
- Microsoft Powerpoint (.ppt/.pptx)
- Open Office Document (.odf)
- Plain Text (.txt)
- ZIP Compressed File (.zip)

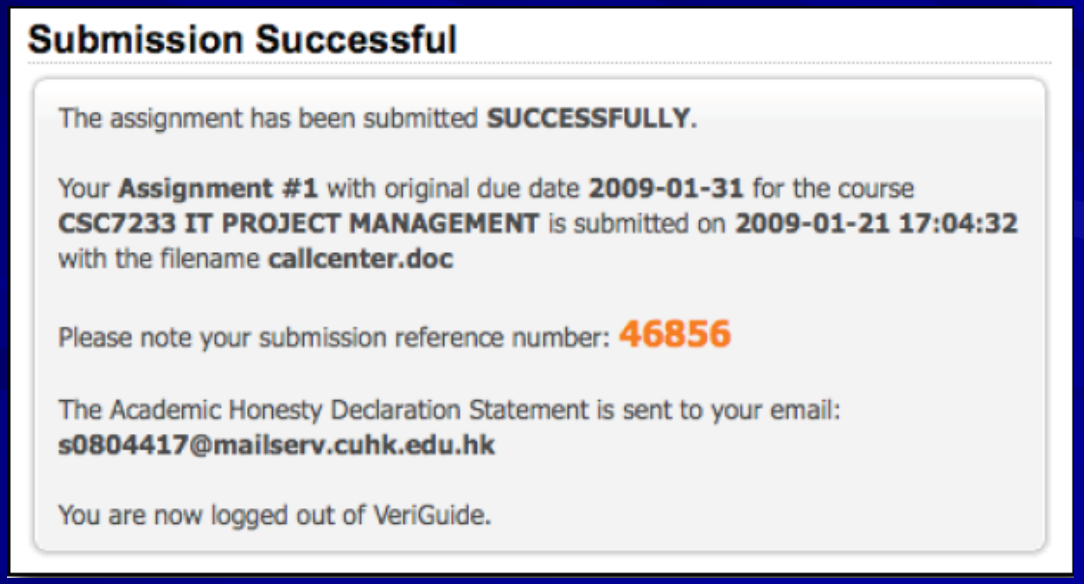
File Size Limitation

- 20 Megabyte (MB)

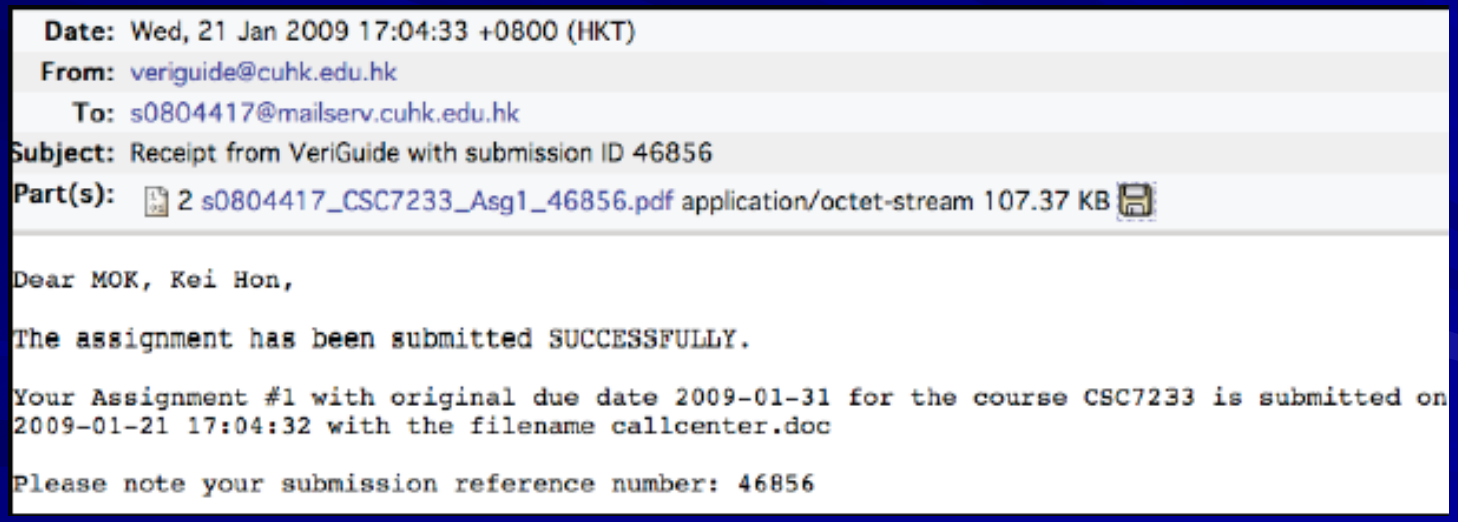
3. After you have logged in, select the *year*, *term*, *course code* and fill in the *assignment details* to submit your assignment.
4. If no errors are detected in the provided submission details, you will arrive at the confirmation page.
5. Please verify and check the information you have provided; also you have to agree with a declaration statement offered by the University’s policy before you can proceed.

After you have finished your submission…

1. If there are no further errors in the submission (such as file size exceeds the system limit), an acknowledgment will be shown for your reference:



2. After students submitted their assignment, a receipt with the declaration statement will be generated and sent to the students' CUHK email:



Date: Wed, 21 Jan 2009 17:04:33 +0800 (HKT)
From: veriguide@cuhk.edu.hk
To: s0804417@mailserv.cuhk.edu.hk
Subject: Receipt from VeriGuide with submission ID 46856
Part(s): 2 s0804417_CSC7233_Asg1_46856.pdf application/octet-stream 107.37 KB

Dear MOK, Kei Hon,

The assignment has been submitted SUCCESSFULLY.

Your Assignment #1 with original due date 2009-01-31 for the course CSC7233 is submitted on 2009-01-21 17:04:32 with the filename callcenter.doc

Please note your submission reference number: 46856

3. In the email, an attachment of academic honesty declaration statement is also included. ***You need to sign the declaration form, and submit it together with the hard copy to your teacher:***

Appendix D - Sample of Academic Honesty Declaration Statement

The Chinese University of Hong Kong
Academic Honesty Declaration Statement

Submission Details (via VeriGuide)

Student Name	MOK, Kei Hon
Student ID	08044170
Academic Year	2008
Semester	1
Course Code	CSC7233
Course Title	IT PROJECT MANAGEMENT
Assignment Marker	CHINESE UNIVERSITY PLAGIARISM IDENTIFICATION ENGINE
Assignment Number	1
Original Due Date (provided by student)	2009-01-31
Revised Due Date (provided by student)	N/A
Submitted File Name	callcenter.doc
Submission Time	2009-01-21 17:04:32
Submission Reference Number	46856

I confirm that the above submission details are correct.

Agreement on Student's Work Submitted to VeriGuide

The VeriGuide system is intended to help the University to assure that works submitted by students as part of course requirement are original, and that students receive the proper recognition and grades for doing so.

The student, in submitting his/her work ("this Work") to VeriGuide, warrants that he/she is the lawful owner of the copyright of this Work.

The student hereby grants a worldwide irrevocable non-exclusive perpetual licence in respect of the copyright in this Work to the University. The University will use this Work for the following purposes .

(a)Checking that this Work is original

The University needs to establish with reasonable confidence that this Work is original, before this Work can be marked or graded. For this purpose, VeriGuide will produce comparison reports showing any apparent similarities between this Work and other works, in order to provide data for teachers to decide, in the context of the particular subjects, course and assignment. However, any such reports that show the author's identity will only be made available to teachers, administrators and relevant committees in the University with a legitimate responsibility for marking, grading, examining, degree and other awards, quality assurance, and where necessary, for student discipline.

(b)Anonymous archive for reference in checking that future works submitted by other students of the University are original

The University will store this Work anonymously in an archive, to serve as one of the bases for comparison with future works submitted by other students of the University, in order to establish that the latter are original. For this purpose, every effort will be made to ensure this Work will be stored in a manner that would not reveal the author's identity, and that in exhibiting any comparison with other work, only relevant sentences/ parts of this Work with apparent similarities will be cited. In order to help the University to achieve anonymity, this Work submitted should not contain any reference to the student's name or identity except in designated places on the front page of this Work (which will allow this information to be removed before archival).

(c)Research and statistical reports

The University will also use the material for research on the methodology of textual comparisons and evaluations, on teaching and learning, and for the compilation of statistical reports. For this purpose, only the anonymously archived material will be used, so that student identity is not revealed.

Signature Date

Name

Instruction for Submitting Hard Copy of the Assignment

This signed declaration statement should be attached to the hard copy assignment or submission to the course teacher, according to the instructions as stipulated by the course teacher.

Caution

1. VeriGuide is not designed to help you. It will never generate originality reports for you.

2. Submit your essay earlier than the deadline. There may be congestion.

3. Don’t treat VeriGuide as a storage device. Different versions of the same essay may be suspected to have committed plagiarism. Only submit the final version.

The End