

Student Academic Integrity Policy

Issued: Jul 2011
Last review: Mar 2018
Next review: Mar 2021

Access category: General

1. Policy Statement

- 1.1 The Student Academic Integrity Policy reinforces the University's commitment to maintain integrity and honesty in all academic activities of the University community. This document sets out the University's policy framework on academic integrity for students (undergraduates and graduate students).

2. Background and Rationale

- 2.1 All members of the NTU community are responsible for upholding the values of academic integrity in all academic undertakings.
- 2.2 The Student Academic Integrity Policy supports the University in the "pursuit of truth which depends on the integrity of all members of the community" and in creating "a climate of respect for the individual, and encourages self-respect which makes an individual worthy of trust".¹

3. Scope

- 3.1 The policy and procedures detailed in this document shall apply to all students (undergraduates and graduate students) of the University in all programmes of study, including non-graduating students.

4. Definitions

- 4.1 The following are defined as acts of academic dishonesty in the context of this policy:

Plagiarism: To use or pass off as one's own, writings or ideas of another, without acknowledging or crediting the source from which the ideas are taken¹. This includes:

- The use of words, images, diagrams, graphs or ideas derived from books, journals, magazines, visual media, and the internet without proper acknowledgement;
- Copying of work from the internet or any other sources and presenting as one's own; and
- Submitting the same piece of work for different courses or to different journals and publications.²

¹ Enshrined in the NTU Student Code of Conduct

² In the event that the same piece of work is re-used in a different context, full acknowledgements with quotation marks and citations are required.

Academic fraud: A form of academic dishonesty involving cheating, lying and stealing. This includes:

- Cheating - Bringing or having access to unauthorised books or materials during an examination or assessment, or in any work to be used by the lecturer, tutor, instructor or examiner as a basis of grading.
- Collusion - Copying the work of another student, having another person write one's assignments, or allowing another student to borrow one's work.
- Falsification of Data – Fabrication or alteration of data to mislead such as changing data to get better experiment results.
- False Citation – Citing a source that was never utilised or attributing work to a source from which the referenced material was not obtained.
- Contract Cheating - Students get academic work completed on their behalf, usually involving the payment of a fee to a third party, which they submit as their own.

Facilitating Academic Dishonesty: This includes allowing another student to copy an assignment that is supposed to be done individually, allowing another student to copy answers during an examination/assessment and taking an examination/assessment or doing an assignment for another student.

5. Policy

5.1 Principles

- 5.1.1 The foundation of good academic work is honesty. Maintaining academic integrity upholds the standards of the University.
- 5.1.2 The responsibility for maintaining integrity in all the activities of the academic community lies with the students as well as the faculty and the University. Everyone in this community must work together to ensure that the values of truth, trust and justice are upheld.
- 5.1.3 Academic dishonesty affects the University's reputation and devalues the degrees offered.

5.2 Penalties

- 5.2.1 The University will impose serious penalties on students who are found to have violated this Policy. The following penalties may be imposed:
 - expulsion;
 - suspension;
 - zero mark/fail grade;
 - marking down;
 - re-doing/re-submitting of assignments or reports; and
 - verbal or written warning.

- 5.2.2 The University may deprive a graduate of any degree, diploma or certificate or other academic distinction awarded who is found to have violated this Policy when he/she was a student of the University.

6. Implementation

- 6.1 The procedure for implementing this Policy is Student Academic Integrity Procedures. It can be accessed via the NTU Policy Portal at:
<https://ts.ntu.edu.sg/sites/policyportal/new/Policies2/Academic-Students/Pages/Student-Discipline.aspx>

7. Consulted Parties

- 7.1 The following have been consulted in the drafting of this document.

Name	Designation	College/School/Department
Prof Kam Chan Hin	Formerly Deputy Provost (Education)	President's Office
Prof Yue Chee Yoon	Formerly Associate Provost (Graduate Education)	President's Office
Dr Peter David Looker	Formerly Head, Teaching, Learning and Pedagogy Division	Teaching, Learning and Pedagogy Division

8. Related Legislation, Policies, Procedures and Guidelines

Type	Document Title
Legislation	NTU Student Code of Conduct
Legislation	NTU Policy on Research Integrity and the Responsible Conduct of Research
Statutes	Statute 6: Student Discipline
Regulations	Regulation 6.1: Student Discipline
Policy	Student Discipline Policy
Procedures	Student Discipline Procedures

9. Responsible Parties and Contacts

Policy Owner: Provost

Responsible Office: Student & Academic Services Department (SASD)

For clarification on this policy, please contact:

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10. Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Provost Deans Group	-	Jul 2011	-
2	Provost Deans Group	10 Dec 2014	Mar 2018 ³	1. Included 'contract cheating' 2. Alignment with disciplinary policy

³ PDG approved the revised policy in Dec 2014 and recommended that the policy be implemented for graduate students. The policy was finalised in Mar 2018.