

Student Academic Integrity Procedures

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Access category: General

1. Purpose and Scope

- 1.1 The procedures in this document are made under the Student Academic Integrity Policy.
- 1.2 The procedures apply to all students (undergraduates and graduate students) of the University in all programmes of study, including non-graduating students.

2. Definitions

- 2.1 The following are defined as acts of academic dishonesty in the context of this document:

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 taken'. 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.¹

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.

¹ 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.

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.

3. Procedures

3.1 Awareness Raising

3.1.1 To foster a campus-wide climate that values academic honesty, students are educated on the importance of academic integrity through the following channels:

(a) Students

- (i) Students are required to sign an undertaking as part of the acceptance procedure to declare that they have read and agreed to observe the NTU Student Code of Conduct.
- (ii) Students are to read the write-up on academic integrity and the NTU Student Code of Conduct featured in the Freshmen Portal.
- (iii) Students are to refer to the academic integrity webpage for resources and information.
- (iv) Students are required to check all written assignments through electronic text-matching software adopted by the University to detect plagiarism or possible acts of academic dishonesty. This is required only when the format of the assignments is capable of being assessed by such software.
- (v) Students are required to submit all assignments with the electronic text-matching software reports which state the extent of 'matched text'. This is required only when the format of the assignments is capable of being assessed by electronic text-matching software.
- (vi) Students are required to submit a signed declaration on the originality of their work including making proper referencing and citations together with their assignments for major assignments to be determined by the course lecturer or tutor.

(b) Colleges, National Institute of Education (NIE) and Schools

- (i) Deans of Colleges, Director NIE and Chairs of Schools will disseminate information on the Student Academic Integrity Policy and Procedures to their faculty at start of each academic year. They should ensure that faculty members read and understand the policy and abide by it.
- (ii) Deans of Colleges, Director NIE and Chairs of Schools to ensure that briefing on academic integrity be incorporated as part of the orientation activities and that students are informed of the Student Academic Integrity Policy and Procedures.
- (iii) Deans of Colleges, Director NIE and Chairs of Schools to encourage and facilitate faculty to attend academic integrity-related workshops conducted

by the Teaching, Learning and Pedagogy Division (TLPD) or other service providers.

- (iv) Faculty members are to emphasise to students the importance of academic integrity and to remind students of the academic integrity policy before the start of assignments or presentations/quizzes and other forms of assessment.
- (v) Faculty members are to ensure that students submit their written assignments with the signed declaration on the originality of their work for major assignments to be determined by the course lecturer or tutor.

(c) Teaching, Learning and Pedagogy Division (TLPD)

- (i) TLPD to provide Colleges, NIE and Schools with an academic integrity pack comprising tools and information for faculty members to use to reinforce the message of academic integrity to students.
- (ii) Workshops will be conducted by TLPD for faculty members to detect and deal with academic dishonesty cases and in the design of assignments to make them difficult for students to plagiarise. The School-based workshops will be customised to cater to respective Schools specific to their needs.
- (iii) TLPD to own and maintain the academic integrity website as a useful resource for students and faculty members.
- (iv) TLPD to design the online contents on Academic Integrity to educate students.

(d) Centre for IT Services (CITS)

- (i) CITS to recommend and make available electronic text-matching software for faculty members' and students' use.

3.2 Monitoring and Detecting

3.2.1 Colleges, NIE and Schools are the key authorities to monitor and detect cases of academic dishonesty. This policy requires the Colleges, NIE and Schools to have in place the following:

(a) Use of Electronic Text-matching Software

Colleges, NIE and Schools are to ensure that students check their written assignments through electronic text-matching software adopted by the University to detect plagiarism or possible acts of academic dishonesty. This is required only when the format of the assignments is capable of being assessed by such software.

(b) Signed Declaration

Faculty members are to ensure that students submit their written assignments with the signed declaration for major assignments to be determined by the course lecturer or tutor. They must exercise due diligence in monitoring and detecting cases of academic dishonesty.

(c) Appointment of School Academic Integrity Officer

Dean of College and Director NIE to formally appoint a faculty member as a School Academic Integrity Officer (SAIO) who shall:

- (i) Provide advice to students and faculty members on the Student Academic Integrity Policy and Procedures;
- (ii) Consider referred cases of academic dishonesty, determine and take appropriate follow-up and refer more serious cases to the Board of Discipline (BOD);
- (iii) Record all referred cases of academic dishonesty incidents on the Student Academic Misconduct Register, including outcomes and penalties imposed; and
- (iv) Be a member of the Committee on Academic Integrity to promote and support a culture of academic integrity

3.3 Processes to Deal with Cases of Academic Dishonesty

Faculty Members

3.3.1 If a faculty member who is a course lecturer/tutor suspects a case of academic dishonesty in any assignments/tests/projects/quizzes or is alerted to a case, he/she shall gather all evidence (softcopy and/or hardcopy of the students' work, details of course assignments/tests/projects/quizzes and other pertinent materials) and investigate the case.

3.3.2 The faculty may follow up on the case in consultation with the Head of Division (if applicable) and mete out the appropriate penalty based on the set of guidelines determined at the College level. This include initiating remedial action such as:

- (i) Counselling or training on proper academic conventions;
- (ii) Zero mark/fail grade in the assignment/test/project/quiz;
- (iii) Marking down;
- (iv) Re-doing/re-submitting of assignment/report; or
- (v) Verbal warning.

3.3.3 Cases of major infringements or repeat violations should be referred to the SAIO with all supporting documents and/or observations.

School Academic Integrity Officer (SAIO)

3.3.4 The SAIO shall investigate all referred cases as follows:

- (i) Check the Student Academic Misconduct Register for the student's record;
- (ii) Examine the materials submitted in light of the Student Academic Integrity Policy and Procedure; and
- (iii) Consider all evidence and consult the course lecturer/tutor who made the report or the Course Co-ordinator or any other faculty deemed necessary.

3.3.5 The SAIO may follow up on the case as follows:

- (i) Dismiss the case;
- (ii) Initiate remedial action such as counselling or training on proper academic conventions;
- (iii) Form a School Academic Integrity Committee (SAIC) to hear the case; and
- (iv) Report to the respective Dean of College/Director NIE/Chair of School for forwarding the case to the BOD.

School Academic Integrity Committee (SAIC)

3.3.6 The School Academic Integrity Committee (SAIC) is to hear academic dishonesty cases referred to by the SAIO at the College/NIE/School level. The SAIC shall comprise the following members:

- Dean of College/Director NIE/Chair of School or his nominee who must be a senior faculty member
- Course Co-ordinator
- Course lecturer/tutor
- SAIO

3.3.7 The student concerned will appear before the SAIC to hear the charges and be given the opportunity to explain or defend himself/herself. If the student is found guilty of having committed academic dishonesty, the SAIC may impose the following penalties:

- (i) Zero mark/fail grade in the course;
- (ii) Zero mark/fail grade in the assignment;
- (iii) Marking down;
- (iv) Re-doing/re-submitting of assignments or reports; and
- (v) Verbal or written warning.

3.3.8 The student concerned will be informed of the outcome of the hearing in writing by the SAIO. The case will be recorded in the Student Academic Misconduct Register.

3.3.9 Faculty members, SAIO and SAIC will apply the above same processes for students taking their College/School courses regardless of the 'home' College/School of the students. The 'home' College/School will be consulted on the penalty to be meted out for their respective students.

Board of Discipline (BOD)

3.3.10 The Board of Discipline (BOD) will consider serious cases of academic dishonesty referred to it by Deans of Colleges, Director NIE and Chairs of the Schools and may consider suspension or expulsion in line with other serious forms of disciplinary offence. The composition of the BOD and the processes in dealing with such reported cases are governed by Statute 6 Student Discipline, Regulation 6.1 Student Discipline and Student Discipline Policy and Procedures.

3.4 Appeals Process

- 3.4.1 Only a penalty of zero mark/fail grade in the course imposed by the SAIC may be appealed in writing by the student to the BOD within 14 days of the decision being made known to the student. The student concerned will appear before the BOD and the BOD may uphold or rescind the decision of the SAIC.
- 3.4.2 Penalty imposed by the BOD may be appealed in writing by the student to the Appeal Committee in writing within 14 days of the decision being made known to the student.
- 3.4.3 Such appeal cases are governed by Statute 6 Student Discipline, Regulation 6.1 Student Discipline and Student Discipline Policy and Procedures.

3.5 Student Academic Misconduct Register

- 3.5.1 The policy requires that a central Student Academic Misconduct Register (SAMR) be maintained by the Registrar's Office (RO) of the Student & Academic Services Department of all cases of academic dishonesty dealt with by the SAIC and the BOD including outcomes and penalties imposed. The SAIO in the Schools are required under this policy to record all cases of academic dishonesty dealt with by the SAIC in this central register as a reference for all SAIOs, Deans of Colleges, Director NIE, Chairs of the Schools and the BOD. For cases referred to the BOD, AGS will update the BOD's decisions regarding the cases. This will facilitate the detecting of students who commit academic dishonesty acts across Colleges and Schools.

4 Committee on Academic Integrity

- 4.1 To give greater emphasis on the University's commitment to maintain integrity and honesty in all academic activities, there shall be a Committee on Academic Integrity (CAI) to promote and support a culture of academic integrity. The CAI's role is educational, informational and advisory as follows:
 - (i) Educate the campus community on academic integrity;
 - (ii) Recommend periodic revision to improve the Student Academic Integrity Policy;
 - (iii) Identify and disseminate best practices in dealing with academic misconduct; and
 - (iv) Advise Colleges, NIE and Schools on the use of the formal policy for determining and dealing with academic misconduct
- 4.2 Members of the CAI comprise:
 - (i) All SAIOs; and
 - (ii) A representative each from the NTU Students' Union and the Graduate Students Council
- 4.3 Provost to appoint a University Academic Integrity Officer (UAIO) who will be the champion of academic integrity in the University. The role of the UAIO are:
 - (i) Chair the CAI which will have all SAIOs as its members;

- (ii) Coordinate the SAIOs across the University; and
- (iii) Work closely with the Research Integrity Officer

5 Roles and Responsibilities

- 5.1 Students are expected to agree and observe the Student Code of Conduct, which includes awareness and understanding of the importance of academic integrity and the University's policy and procedures on academic integrity.
- 5.2 Colleges, NIE and Schools are the key authorities to monitor and detect cases of academic dishonesty. They should endeavour to disseminate information on the Student Academic Integrity Policy and Procedures to their faculty and ensure that briefings on academic integrity be incorporated as part of student orientation activities.
- 5.3 Faculty members are to remind and emphasise to students the importance of academic integrity. They should also ensure that students submit major written assignments with signed declaration on the originality of their work.
- 5.4 TLPD provides Colleges, NIE and Schools with the relevant resources, including tools and information for faculty members to reinforce the message of academic integrity to students.
- 5.5 CITS facilitates the monitoring and detection of potential cases of academic dishonesty, which includes recommending and making available electronic text-matching software for faculty members' and students' use.
- 5.6 The Board of Discipline considers serious cases of academic dishonesty referred to it by Deans of Colleges, Director NIE and Chairs of the Schools.
- 5.7 The Committee on Academic Integrity (CAI) promotes and supports a culture of academic integrity.

6 Consulted Parties

- 6.1 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

7 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

Type	Document Title
Regulations	Regulation 6.1: Student Discipline
Policy	Student Discipline Policy
Procedures	Student Discipline Procedures

8 Responsible Parties and Contacts

Procedure Owner: Registrar

Responsible Office: Student & Academic Services Department (SASD)

For clarifications, please contact:

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9 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 ²	1. Included 'contract cheating' 2. Alignment with disciplinary policy

² 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.