1. Preamble

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 and the procedures to implement them. 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”. All members of the Nanyang Technological University (NTU) community are responsible for upholding the values of academic integrity in all academic undertakings. The NIE Academic Integrity Framework will take reference from the University’s policy.

1.2 NIE takes a serious view of any form of infringement of copyright and academic dishonesty by students. We advise all students to respect all copyrighted works and expect the purchase of original textbooks and/or other copyrighted materials that are required for a programme of study. A contravention of the provisions of the Copyright Act is deemed to be a breach of the Institute’s rules and regulations which will result in disciplinary action. Plagiarism and other forms of academic dishonesty such as cheating during examinations, collusion and complicity are considered serious offences for which disciplinary penalties will be imposed.

2. Definitions

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

(a) Plagiarism
Plagiarism is ‘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

(b) Academic Fraud
Academic fraud is 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.

1 Nanyang Technological University (2014). *Student Academic Integrity Policy and Procedures.*
• 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.

(c) 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. Policy Content

3.1 Plagiarism undermines academic integrity as it is a form of intellectual dishonesty. It affects the University’s reputation and devalues the degrees offered. Plagiarism is regarded as a very serious offence by the University. It is considered as an instance of violation of the NTU Student Code of Conduct which could warrant disciplinary actions ranging from failing the assignment, failing the course, suspension and ultimately to expulsion from the University.

3.2 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.

4. Students

a) All new 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.

b) Students are to read the write-up on academic integrity, NIE Academic Integrity Framework and the NTU Student Code of Conduct featured in the NIE Portal.

c) Students are to refer to the academic integrity webpage for resources and information.

d) Students will check all written assignments for plagiarism through the Turnitin program or any other matching detection software adopted by NIE.

e) Students will submit all assignments with the reports which state the extent of “matched text”.

f) Students will acknowledge their understanding of the need to uphold academic integrity by submitting a signed declaration stating that the submitted work is free of any form of academic dishonesty together with their assignment. This declaration form is available to students from the NIE Portal (see Assignment Cover Sheet).
Plagiarism and Copyright

The Institute advises all students to respect all copyrighted works and encourages the purchase of original textbooks and/or other copyrighted materials that are required for their programme of study. Students should not plagiarise or pass off as their own, the writing or ideas of another, without acknowledging or crediting the source from which the ideas are taken. The Institute takes a serious view of any form of plagiarism and infringement of copyright by students. A contravention of the provisions of the Copyright Act is deemed to be a breach of the Institute’s rules and regulations, which could result in disciplinary action. Cheating, plagiarism and other forms of academic dishonesty are considered serious offences for which disciplinary penalties will be imposed.

Declaration

I/We have read and understood the NIE Academic Integrity Framework and declare that this assignment is my/our group’s own work and does not involve plagiarism or collusion. The sources of other people’s work have been appropriately referenced. Quotation marks are used around materials written verbatim from other sources. I/We have not submitted any part of this assignment for another course. I/We have included a report from Turnitin* indicating the matching score. I/We have included a brief written explanation for a matching score of 20% or above, if applicable.

Student’s Signature:
Group of Students’ Signatures: Date:

Note:
The assignment will not be marked unless all the above sections have been completed, with signature/signatures.

*or any other matching detection software adopted by NIE.