

## **Wee Kim Wee School of Communication and Information**

### **Student Academic Integrity and Procedures**

#### **Students' Code of Conduct**

NTU expects all students to observe the highest level of integrity and honest at all times. Honesty and academic integrity are fundamental principles of learning and form the foundation of all academic institutions. Students who are caught committing offences in relation to integrity and honesty will be investigated, with appropriate penalties being imposed in relation of the severity of the situation, including expulsion from the University from serious offences.

#### **Definition**

The following are defined as acts of academic dishonesty:

##### (a) Plagiarism

NTU Honour Code currently defines 'plagiarism' as 'to use or pass off one's own, writings or ideas of another, without acknowledging or crediting the source from which the ideas are taken', 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.
- 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 utilized or attributing work to a source from which the referenced material was not obtained.

## Penalty Guidelines

Schools in College of Humanities, Arts, and Social Sciences apply the following penalty policies on plagiarism:

- i. A student found guilty of plagiarism will receive one (1) letter grade down and depending on the seriousness of the offence and in some cases, zero mark may be awarded.
- ii. In the event of a second offence, a student will be given a 'Fail' grade for the subject in question.
- iii. In the event of a third offence, it may lead to expulsion from the programme.

Notwithstanding the standard policy listed above, HASS reserves the right to apply other penalties, or escalate the penalty, if they are deemed to be warranted in the circumstances.

## Procedures

- i. Students are to read the write-up on academic integrity and the NTU Honour Code (<http://academicintegrity.ntu.edu.sg>).
- ii. Students are required to check that all written assignments are their own work and where relevant, references need to be provided.
- iii. Students are to ensure that they submit their written assignments/assessments with the signed declaration on the originality of their work.
- iv. Students are required to sign and submit the "Declaration of Authorship" form for their written assignments and other assessments.