Plagiarism Policy

Temasek Polytechnic's Policy on Plagiarism

Academic integrity is expected of all students at Temasek Polytechnic. The Polytechnic requires all students to be assessed for their own work only. All students are required to give proper acknowledgement of all original sources of work used in their assignments, projects or other assessed work.

Disciplinary Action Against Students who Plagiarise

Plagiarism is a serious academic offence. Disciplinary action taken for students caught for plagiarism will depend on the severity and includes failing the subject, suspension and removal from course.

Definition of Plagiarism

Plagiarism is the act of taking and using the whole or any part of another person's work and presenting it as your own without proper acknowledgement.

Examples of 'work' include text, writings, computer program, web page, on-line discussions, video, music, sound recording, image, photograph, technical drawing, invention, research findings, diagram, chart, artwork or design.

If you knowingly allow another student to use the whole or part of your work and to present it as his or her own work, you could be liable for abetting plagiarism. The penalty for abetting plagiarism includes failing the subject, suspension and removal from course.

How to Avoid Plagiarism

To avoid plagiarism in your assignment, projects and other assessed work, you should

- submit work for assessment comprising your original ideas, experience, observations and comments
- acknowledge the original source of work(s) that you use on the appropriate referencing format
- not use any part or the whole of the work of another student or graduate who has taken the subject previously
- not ask someone else to do your assignments, projects or other assessed work
- check with your lecturers, when in doubt and seek advice on the appropriate referencing format for the acknowledgement of all original sources of work used in your assignments, projects or other work

Samples of Acceptable Practices

Given the diversity of subjects and curricula of the respective schools, autonomy will be given to the respective schools to cite specific acceptable and unacceptable practices not covered by the baseline definition and to make reference to these in their communication plan to staff and students.

The following lists an example from each school:

From School of Applied Science

- Using any standard materials like formulae, charts, symbols, conversion tables, calendars, abbreviations, definitions, scientific terminology/nomenclature that are considered general facts

From School of Business

- For IT-related works
  Proof-of-concept
  Using pictures on the public domain to show how a web-page would look like but with proper acknowledgement of the source

From School of Design

- There must be sufficient documentation to suggest the development and thinking process, supporting the evolution of the final expression. This can be in the form of sketches or other associated media. The outcome or manifestation of the idea or concept is different from the original source

From School of Engineering

- In report writing, students are strongly encouraged to use primary and secondary sources to support their main ideas and arguments. These sources must be duly acknowledged according to proper referencing format as emphasized in the Research Skills online tutorials undertaken by all students as part of their Communication Skills subjects.

From School of Humanities & Social Sciences

- Proper citation/acknowledgement AND paraphrasing are BOTH necessary in order to avoid plagiarism. A student who cites/acknowledges an information source MUST still paraphrase that information when including it as part of his/her work.

From School of Informatics and IT

- If the assessment objective is to test certain programming coding concept, open source code or any codes found in the Internet, books or media or other sources cannot be used
- If the assessment objective is to develop an application, using the open source code as part of the application development, with proper acknowledgement, is considered acceptable

The only exception to this rule is when the cited information is a direct quote of another person's work (i.e., presented in quotation marks). However, this should be done sparingly, and avoided if possible. Furthermore, quotations should only be used for brief statements and not large sections of text.

Paraphrasing is restating text from source material using other words.

Example:

Original Text:

Further acquaintance with the Wong family next door has shown me that they are very warm and pleasant people. The children are courteous and both Mr and Mrs Wong are most helpful.

Unacceptable Paraphrase:

Further acquaintance with the Wong family next door **shows** me that they are very **friendly** and nice people. The children are **polite** and both Mr and Mrs Wong are **most willing to offer their help.**

(Why is this plagiarism? The writer has largely followed the method of expression and sentence structure used in the original text. He/she has also copied the underlined phrases directly from the source or changed them slightly in form only.)

Acceptable Paraphrase:

After getting to know my neighbours, the Wongs better, I find them very easy to get along with. Mr and Mrs Wong are always ready to lend a helping hand and they have well-mannered children.

(Why is this acceptable? The writer has changed the language and structure of the original text instead of just changing a few words and phrases.)

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