



Department of Civil Engineering

## **Policies on Submitted Work and Academic Integrity\***

Updated August, 2010

The Department of Civil Engineering expects its students to conduct themselves in all matters as the colleagues that we expect them to become. Engineers are called to a very high standard of behaviour. It is the duty of an engineer...

**“to act at all times with devotion to the high ideals of personal honour and professional integrity” (Professional Engineers Ontario Code of Ethics, Section 77 of the O. Reg. 941).**

As such, the Department has set firm guidelines on the quality of submitted work, and has taken a strong stand against plagiarism and any other actions reflecting lack of academic integrity. The expectations of the Department are summarized below.

### **Policy on Submitted work**

#### **1. Quality and originality of work**

- All submitted work is to be original (see Policy on Academic Integrity below) and is to be performed and submitted in a format that is representative of the engineering profession.

#### **2. Due Dates**

- All students are expected to complete their work in a timely fashion.
  - The course instructor or teaching assistants will provide notification (in writing or via email to your QLINK account) of due dates and any revisions thereof.
  - Submissions after the due date will be penalized in accordance with the stated policy of the Department (see penalties below), unless otherwise stated in the course outline.
  - Late submission of coursework due to medical/personal reasons must be supported by appropriate written documentation.
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### 3. Cover Page

- Unless otherwise specified, all submissions must include a cover page on which the following information must appear (see the example provided below):
  - Course Number
  - Assignment/Project/Laboratory Name
  - Student Name(s)
  - Student Number(s)
  - Date of Submission
  - Certification of Originality (signed and dated, see example below)

### 4. Binding

- Unless otherwise specified, at a minimum, all submissions must be 'bound' by a staple in the top left corner.

### 5. Paper

- Size:
  - Unless otherwise specified, 8½" x 11" paper will be used.
- Type:
  - Plain white bond paper will be used for all written/essay type submissions and those analysis/design submissions that include material produced by computer software.
  - Squared paper will be used for all hand written calculations.

### 6. Format

- Margins will be 25 mm (1") all round unless otherwise specified.
- Minimum font size for typed print will be 12 for text and 10 for tables and figures unless otherwise specified. All hand written submissions must be neat and legible.
- Minimum line spacing will be 1.5 lines unless otherwise specified.

### 7. Penalties

- Coursework submitted after the deadline will not be accepted and will receive a grade of zero, unless otherwise specified by the course instructor. In cases where the instructor allows coursework to be accepted after the deadline, marks will be deducted at a rate of 10% of the total possible grade per day (with weekends counted as 2 days), unless otherwise specified by the course instructor.
  - In no case will any coursework be accepted after the solutions have been posted or the assignments returned.
  - A minimum of 10% of the total grade for the submission will be deducted for submissions that do not adhere to the Policy on Submitted Work.
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# Policy on Academic Integrity

Instances of academic dishonesty include, but are not limited to, the following:

1. **Presenting unreferenced information in any submitted work** whatsoever (including, but not limited to, first drafts, analysis and design assignments, projects, laboratories and oral presentations).
2. **Copying** the homework of a fellow student.
3. **Allowing your homework to be copied** by another student, regardless of how the other student obtained the homework. The best way to prevent your homework from being copied is **not to lend it to anyone**.
4. **Copying or looking at solutions** for homework from previous years. There are certain problems, labs, assignments, and projects that may be repeated from year to year because they are good learning exercises when completed individually or in groups, and doing them yourself will assist in your understanding the course material.
5. Further examples reflecting lack of academic integrity are provided on the web pages listed at the end of this document.

Note: None of the above prohibits students from collaborating, even closely, with fellow students in any class. Indeed, we strongly encourage collaboration and teamwork, when conducted responsibly.

Note also: The Department's clear stand on lack of academic integrity in no way implies that we believe that students generally lack integrity.

## Ensuring Originality of Submitted Work

To ensure original work, a procedure similar to the one found in professional engineering practice will be employed. Specifically, the student must bear the burden of proof of original work by maintaining careful records of the work, including any notes and preliminary drafts, and must be prepared to submit these if requested. **Each submitted piece of coursework must contain a signature confirming the originality of the work.** This is similar to the Engineer's Stamp which is used in professional engineering practice.

## Penalties

The Department of Civil Engineering's Policy on Academic Integrity applies to any submitted work in any course a student is taking while registered as an undergraduate student. Should a student's submitted work be found to contain clear evidence of lack of academic integrity (e.g., unreferenced or copied work from other papers, books, articles, websites, including and not limited to figures, text, tables, lists, conclusions, etc.), the following action(s) shall be taken, unless otherwise specified by the course instructor:

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1. The student will receive a grade of zero (0) for the submitted work in which the infraction is found.
  2. The final grade in the course will be computed using the method specified by the instructor in the course outline.
  3. The final grade awarded for the course (and placed on the student's transcript) will be the LESSER of the mark calculated in (2) above or 55 per cent.
  4. For courses where 'Pass/Fail' grades are assigned, any infractions will lead to a failing grade in the course.
  5. In addition, a note will be placed in the student's departmental and Applied Science official files indicating that academic dishonesty has occurred. Should the student be found to have committed academic dishonesty on a second occasion (including infractions recorded during first year studies), the Department will seek to have the student expelled from the program.

The actual penalties may be stronger if the circumstances merit it at the discretion of the Head of the Department and the Undergraduate Chair.

### **Additional Information**

Websites containing additional information on the University's policies concerning academic Integrity are included below. **All students are expected to familiarize themselves with these policies and to conduct themselves accordingly:**

1. Procedures for dealing with academic Integrity in the Faculty of Applied Science  
<http://appsci.queensu.ca/policy/honesty.php>
  2. Senate Policy on Academic Integrity  
<http://www.queensu.ca/secretariat/senate/policies/AIprocedures.pdf>
  3. Queen's code of conduct  
<http://www.queensu.ca/secretariat/senate/policies/code2008.pdf>
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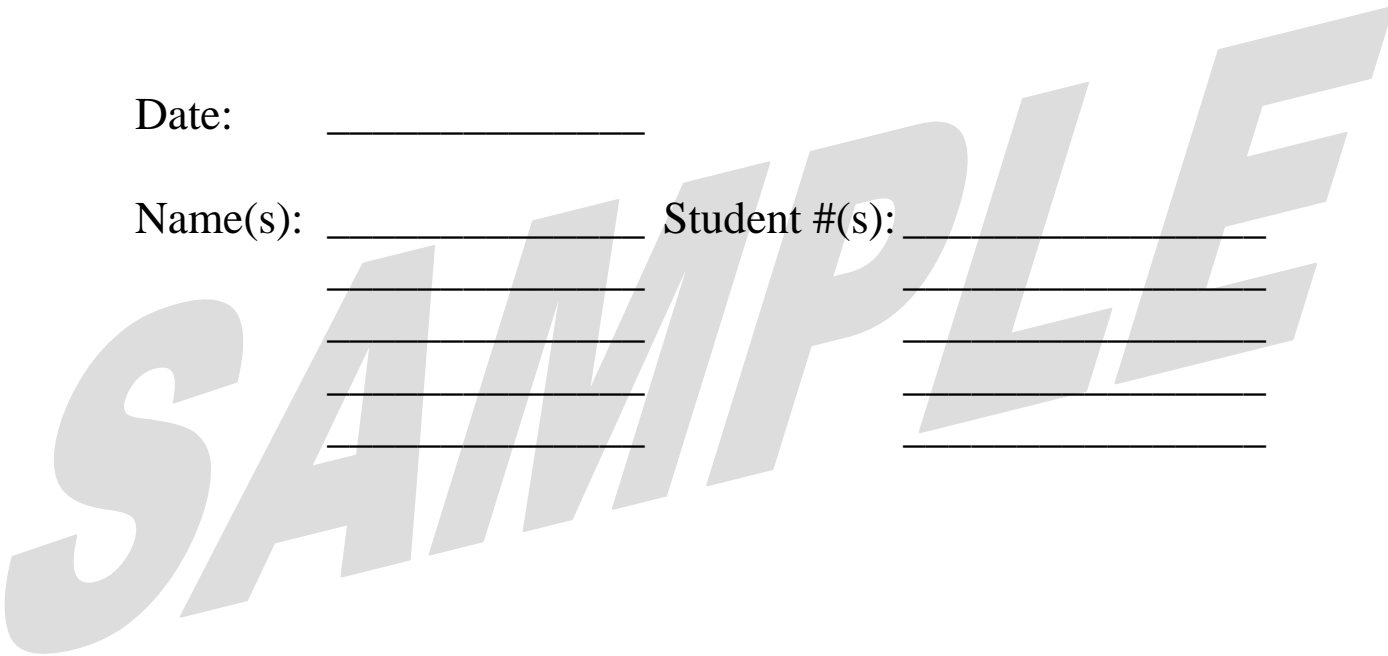
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CIVL \_\_\_\_\_:  
Course Title \_\_\_\_\_

Assignment Title and Number

Date: \_\_\_\_\_

Name(s): \_\_\_\_\_ Student #(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**My signature below attests that this submission is my (our)  
original work**

Following professional engineering practice, I (we) bear the burden of proof for original work. I have read the Policy on Academic Integrity posted on the Civil Engineering departmental web site ([www.civil.queensu.ca/undergraduate](http://www.civil.queensu.ca/undergraduate)) and confirm that this work is in accordance with the Policy.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_  
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