

Ensuring Academic Integrity:

Advice and Guidance for Students.

The University expects that all students undertake their studies with integrity and submit assessments for grading that have been prepared by themselves. This guide is designed to help you avoid the pitfalls of plagiarism, collusion, and contract cheating, enabling you to prepare high-quality academic assessments, which are appropriately referenced and acknowledge the work of others.



Ensuring Your Academic Integrity.

 Complete all your academic courses honestly.

 Ensure you work independently on all individual formative and summative assessments.

 Reference and cite appropriately in your work, acknowledging the work and ideas of others.

 Take steps to ensure your peers are not able to copy or recycle your assessments.

Avoid collusion.

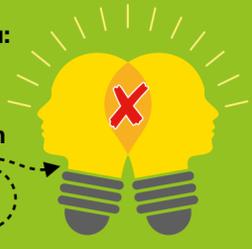
Collusion occurs where there is unauthorised collaboration between students in the writing of an individual assignment.

To avoid collusion ensure you:

Do not collude with others when writing your own individual assignment.

 Create a study plan and timetable for assessments, to avoid the pressure to collude.

Do not allow your peers to access, copy, or submit your assignment as their own work.



Avoid Plagiarism.

Plagiarism is the unattributed use of other people's work or ideas, in work submitted for assessment. To avoid plagiarism ensure you:

 Reference and cite appropriately sources used in assessments and other learning activities.

 Do not copy and paste into your work sections of material from the Internet, books, papers, reports, or other published work.

 Include direct quotes, if they are deemed appropriate by your subject area, acknowledged with quotation marks or indented, and remember to reference or cite your sources.

 Paraphrase ideas from your sources using your own words, but always reference or cite the original author(s).

 Resist making only minor changes to the original text and using them in assignments.

 Do not self-plagiarise by re-using previous marked assessments and re-submitting them.

 Reference or cite the sources of tables, figures, diagrams, and images used in assignments.

Contract Cheating.

“Contract cheating” is a form of academic misconduct where a student submits work that has been produced by someone other than the student, whether this has been paid for or not.

To avoid contract cheating:

 Do not request anyone, including friends, family, or tutors to prepare an assignment for you, whether paid or unpaid.

 Never commission assignment outlines or plans from online sources.

 Never engage with ‘essay mills’ or custom sites to prepare assessments of any kind.



Academic Misconduct: The Consequences.

Plagiarism, collusion, and contract cheating are breaches of academic integrity, which may result in:

-  Failing the assessment
-  Failing the course
-  Exclusion from the University
-  Destroying your ‘fitness to practise’ in your chosen career profession.



Avoid these consequences by putting your academic integrity into practice via:

-  Understanding how and when to use in-text citations, footnotes, reference lists and bibliographies.
-  Improving your library and research skills via the range of library guides.
-  Asking the Course Co-ordinator or Tutor for advice if you are unsure of the assessment criteria.
-  Seeking support if you have extenuating circumstances and you feel you need more time to complete the assessment.
-  Contacting the Student Learning Service if you require support with academic writing skills or consult Achieve/Achieve+ in MyAberdeen.