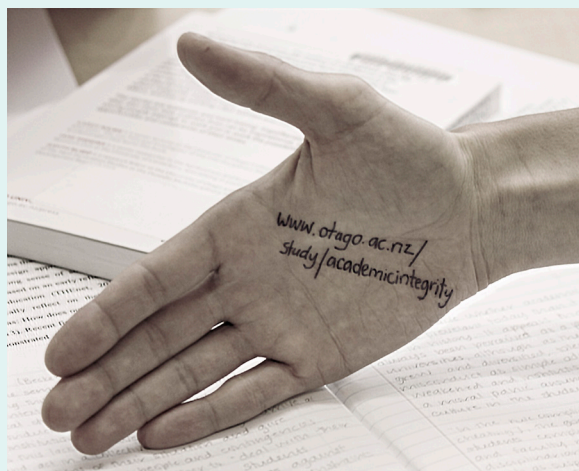


Academic Integrity

A Brief Guide for Students



Academic integrity means being honest in your studying and assessments. It is the basis for ethical decision-making and behaviour in an academic context. Academic integrity is informed by the values of honesty, trust, responsibility, fairness, respect and courage.

Where Can I Get Help?

If you are unsure about what academic integrity is, or if you need more information, you can

- Visit: otago.ac.nz/study/academicintegrity
- Ask at the Student Learning Centre or Library.
- Take an online tutorial at: futurelearn.com/courses/academic-integrity
- Make use of the resources at the International Office.
- Talk to your lecturer or tutor.
- Read your course outline or guide - these almost always include information about academic integrity.

What is Academic Misconduct?

Acting in a way that is contrary to the values and practices of academic integrity is considered to be 'academic misconduct'.

Academic misconduct includes:

- Plagiarism (using someone else's words or ideas without properly acknowledging/referencing them).
- Copying from another student or allowing your work to be copied.
- Submitting the same or very similar assignment for more than one paper.
- Working on an assignment with other students where an individual answer is required.
- Assisting someone else's academic misconduct by writing their assignment, giving them answers in a test or examination, or by impersonating someone else in a test or examination.
- Taking unauthorised material into a test or examination.
- Making up data or information.
- Getting someone else to do your assessment on your behalf (including purchasing an assignment).

The University takes academic misconduct very seriously. More information on academic misconduct, including processes when misconduct is alleged to have occurred and possible penalties when misconduct is proven, can be found in the University's Student Academic Misconduct Procedures: otago.ac.nz/administration/policies/otago116850.html

Plagiarism

In academic writing we draw on other people's knowledge and/or work to show what is already known in order to explain our own ideas. However, if we don't acknowledge where we have got our information, we are plagiarising. Plagiarism is a form of academic misconduct. Simply put, plagiarism occurs when you use someone else's words, ideas, or images without acknowledging them.

Although academic misconduct is usually intentional, plagiarism can happen without intent. Unintentional plagiarism may be caused by not understanding what you are writing about and relying too heavily on someone else's phrasing, through a lack of understanding about how and when to acknowledge the work of others, or simply by rushing your assignment and forgetting to put in a reference. However, even if you didn't mean to, using someone else's work without acknowledging it is still considered to be plagiarism and may be subject to penalty.

Your course co-ordinators and/or lecturers will provide you with information on academic integrity, how to use sources of information in your assignments, referencing, and how to avoid plagiarism. However, it is your responsibility to ensure you understand the information and take the steps necessary to ensure no breach of acceptable academic practice occurs.

Avoiding Plagiarism

Plagiarism can be avoided by adopting good academic practices such as:

- Making sure you understand the material you are writing about.
- Referencing correctly.
- Allowing yourself plenty of time to complete your assignment.
- Making sure you reference sources when taking notes from readings.
- Not leaving your referencing until you have finished writing your assignment.
- Ensuring you are familiar with the referencing style of the subject you are studying.

- Being discriminating about what sources you use, particularly Internet sources.

When Do I Have To Reference?

Make sure you provide a reference when you:

- Copy other people's work word-for-word (remember to use quote marks when you do this!)
- Use your own words to paraphrase or summarise someone else's work.
- Use someone else's ideas.
- Use facts that are not common knowledge.

If you are unsure about whether to refer to a source, include a reference.

Unauthorised Collaboration

Unauthorised collaboration is when you work with others on an assessment that is designed as a task for individuals, and in which individual answers are required.

While it can be useful to discuss ideas with others to help you better understand the topic, it is important that you write your answers individually in your own time and in your own way.

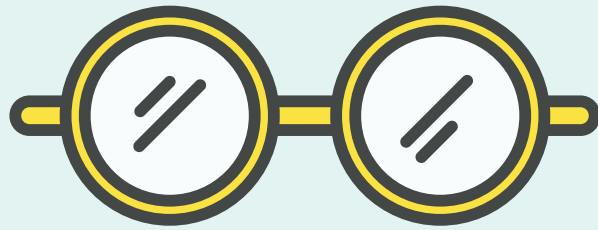
SafeAssign

SafeAssign is text matching software available through Blackboard. When assignments are submitted to SafeAssign they are checked against a database of source material as well as assignments submitted by other students from Otago, and from other universities.

In some papers you will have access to submit 'draft' assignments and 'final' assignments to SafeAssign. Draft assignments allow you to check that your work is correctly referenced before it is marked. Final assignments are sent to your lecturer for assessment.

More information on SafeAssign is available at: otago.ac.nz/study/academicintegrity/otago006309.html#safeassign

Plagiarism Prevention Checklist



Before submitting your work, make sure you have:

- Clearly identified and referenced quotations, summaries or paraphrases, images, figures, and diagrams taken from another source.
- Paraphrased and/or summarised adequately.
- Acknowledged other people's texts or ideas.
- NOT used copy and paste to take text from another source unless it is a direct quotation and you have put it in quotation marks and referenced it.
- Included a complete and accurate reference list or bibliography of all work cited.
- NOT used another student's work or submitted someone else's work as your own.
- Submitted a draft assignment through SafeAssign if available.
- Asked for help if you are not sure (prior to the due date!)

