Ensuring Academic Integrity in Assessments:
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, including self-plagiarism and GenAI, collusion, contract cheating, and data falsification, to enable you to prepare high-quality academic assessments, which are appropriately referenced and acknowledge the work of others.

Pillars: HONESTY · FAIRNESS · TRUST · PERFECT · RESPONSIBILITY

Ensuring Your Academic Integrity

- Complete all your academic courses and assessments 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.

Avoiding 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 (e.g., tables, figures and images) used in assessments and other learning activities, including the use of Generative Artificial Intelligence (GenAI) tools e.g., ChatGPT.

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).

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

Resist making 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.

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

Avoiding Data Falsification or Fabrication

Data falsification involves intentionally altering or fabricating data to support desired outcomes or conclusions in some or all of an assessment. To avoid data falsification ensure you:

- Do not invent data for an experiment, survey, or secondary source.
- Avoid inventing sources of information.
- Do not misrepresent data in tables, graphs, and charts.

Diagram labels: Data misrepresentation · Data falsification · Data fabrication
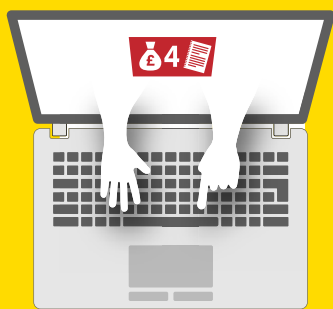
Avoiding Contract Cheating

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, data falsification, and contract cheating are breaches of academic integrity, which may result in:

⚠ Failing the assessment or 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 academic and research skills via the range of **library referencing and citing guides**.

☑ Asking the Course Co-ordinator or Tutor for advice if you are unsure of the assessment criteria and seeking support if you have extenuating circumstances.

☑ Contacting the **Student Learning Service** if you require support with academic writing or consult Achieve/Achieve+ in **MyAberdeen**.