

# **Academic honesty**

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*Engineering*

# Outline

1. Why academic honesty matters?
2. What that is & How to avoid mistakes?
3. Dissertation or final project
4. Where is help available?

# Principles

- The University takes any instances of academic misconduct very seriously.
  - “no student should obtain for him/herself, or for another candidate, an unfair advantage as a result of academic dishonesty”.
  - “Academic Honesty means never falsifying the results of any research and always giving full credit for any other people's contributions to our own achievements”.

# Definitions

**Cheating:** any illegitimate behaviour which may deceive those setting, administering and marking the assessment.

- very serious academic offence,
- may lead ultimately to expulsion from the University

# **Categorisation of Academic Misconduct**

- Poor Academic Practice
- Academic Misconduct
- Severe Academic Misconduct

# Poor Academic Practice

May arise from lack of understanding of academic protocols, and is most common in early stages of programme. Examples:

- inadequate referencing
- inclusion of inadequate paraphrasing or of un-attributed or incorrectly attributed copying, based on misunderstanding

It would not be acceptable to consider a case as “poor academic practice” where:

- there is any indication that the student intended to gain an unfair advantage, or;

the student had already been found guilty of an offence of “poor academic practice” of a similar academic kind or had committed an offence of “academic misconduct” or “severe academic misconduct” of any kind.

Handled at College level

# Academic Misconduct

Behaviour which, if not detected, would have deceived those setting, administering and marking the assessment and/or would have obtained advantage on the part of the student. Examples:

- An assignment that includes text which is either inadequately paraphrased or directly quoted without speech marks and not referenced;
- An assignment fails to provide a reference in the text for ideas that are not the student's own;
- An assignment contains text, tables etc which are identical to that of another student;
- An assignment which is identical or closely related to one submitted by the student at an earlier point and for which a mark has been received.

Normally handled at College level.

# Severe Academic Misconduct

May be a **second offence** or involve evidence of **extensive plagiarism or cheating**, or clear evidence of **intent to deceive** those setting, administering and marking the assessment and/or to obtain advantage on the part of the student. Examples:

- Taking notes into or using any unauthorised device in an examination;
- Impersonating another person during an examination or arranging for another person to impersonate you during an examination;
- An assignment that includes extensive and significant quantities of un-attributed or incorrectly attributed copying;
- Any case where a student has previously been penalised for plagiarism;
- The use by a student of essay sites that involve a commercial transaction;
- Plagiarism within a dissertation.

Are referred directly to a Committee of Academic Enquiry

**Cheating** can take one of a number of forms including but not limited to:

- The use or possession of unauthorised books, notes, electronic aids or other materials in an examination;
- Obtaining an examination paper ahead of its authorised release;
- **Collusion**: the representation of another's work or ideas as one's own without appropriate acknowledgement or referencing
- **Plagiarism**: the act of representing work or ideas as one's own without appropriate acknowledgement or referencing.
- Fabrication of data and impersonation, to either obtain or offer to others an unfair advantage in that examination or assessment.

# Collusion

- **Collusion** is the unauthorised working with another person on a piece of work, and producing a single piece of work, in whole or in part, which is then submitted as part of a piece of coursework, without acknowledgement of the others contribution. This differs from plagiarism where the owner of the work does not knowingly allow the use of their work;
- **Co-operation** is seen as openly working with others for mutual benefit with no deception of others involved. The University does, in certain circumstances encourage students to work together, and may set assessments where there is an expectation of working together as part of a group. In this case the module leader and the assessment information will set out what the expectations are;
- **Collusion** occurs where students work together in a way which is not permitted by the assignment. For example students are required to work together to do an experiment and measure data. They are then expected to use the data independently to conduct an analysis of their choice and to draw individual conclusions. In this example the academic is expecting students to work independently and draw individual conclusions.

# Plagiarism

- Direct copying of text from a book, article, fellow student's essay, handout, thesis, web page or other source **without proper acknowledgement**.
- Claiming ideas derived from a book, article etc. as one's own, and incorporating them into one's work **without acknowledging the source of these ideas**.
- Overly depending on the work of one or more others **without proper acknowledgement** of the source, by constructing an essay, project etc. by extracting large sections of text from another source, and merely linking these together with a few of one's own sentences.
- The **re-submission or re-use of the student's own work** in another assignment whether this was submitted at the University of Exeter or any other academic institution worldwide.

# Dissertation

## Chapter 12 Managing Academic Conduct and Practice:

- **Severe Academic Misconduct:** Misconduct within a dissertation or thesis of a taught postgraduate programme
- **Self-plagiarism:** The re-submission or re-use of the student's own work in another assignment whether this was submitted at the University of Exeter or any other academic institution worldwide. This is not intended to prevent a student from developing an academic idea over the period of a course, for example stating an argument in an essay for a particular module and then developing this argument in a dissertation, but to prevent the counting of credit twice for the same piece of work, however this operates at the discretion of the Panel considering the offence.

## **Questions:**

Does the piece of work reflect my knowledge/  
understanding?

Does the piece of work reflect my own work?

# Responsibilities of Students

- To adopt the University's culture of academic honesty and encourage academic honesty in others.
- To familiarise him or herself with the University procedures relating to academic misconduct and guidance on referencing and how to avoid plagiarism. **Ignorance of these procedures and guidance is not considered to be an excuse for academic misconduct.**
- When submitting work for assessment, each student will certify the extent to which the work is his/her own.
- You will complete the ELE (Exeter Learning Environment) module **'Academic Honesty and Plagiarism'** at the start of your programme and will seek guidance from your Personal Tutor if further advice is required.

# Resources for Students

Key resource: “Academic Honesty and Plagiarism” module

- can be found near the top of the list of modules on your ELE (Exeter Learning Environment) home page.
- Every student has access to this course and is required to complete the course at the start of each academic year.

The Library and the Academic Skills and Engagement Team provide students with guidance on Citing and Referencing, see:

- <http://as.exeter.ac.uk/library/usingthelibrary/referencing/>
- Choose the ‘Student Resources’ tab on the homepage of ELE. Then ‘Academic Skills’ and ‘Skills for Referencing’.
- Recommendations for citing and referencing published material / British Standards Institution ([BS 5605: 1990](#))

# Questions...?

**Now, or anytime you have questions  
your module lecturer,  
your personal tutor**

**or**

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**Harrison 160**