



# ACADEMIC INTEGRITY

**STUDENT GUIDE**

# Academic Integrity



Maintaining academic integrity is essential for students to succeed in their studies and build a strong educational foundation. Here are some tips, advice, and best practices to help students uphold academic integrity:

01

## Understand What Academic Integrity Means

- Familiarise yourself with your institution's academic integrity policy and code of conduct.
  - Academic integrity encompasses honesty, respect for others' work, and ethical behaviour in all aspects of your academic work.
- 

02

## Cite Your Sources

- Always provide proper citations for any sources you use in your assignments, including books, articles, websites, and even your classmates' work.
- Learn the appropriate citation style (e.g. Harvard, APA, MLA, Chicago) and use it consistently. The University of Bedfordshire advises its students to cite sources in the Harvard referencing style. **[Check UoB Referencing Guide](#)** →





## 03 Paraphrase and Summarise

- When incorporating information from external sources, practice paraphrasing and summarising rather than directly copying text.
  - Make sure you understand the content you're using so you can put it into your own words.
- 

## 04 Keep Accurate Notes

- Maintain clear, well-organised notes for research and classwork to avoid unintentional plagiarism.
- Clearly label your own thoughts and ideas separate from the material you're referencing.



## 05 Plan Your Time Wisely

- Avoid last-minute rushes, which can lead to cheating or plagiarism out of desperation.
  - Use time management techniques to allocate sufficient time for research, writing, and revision.
- 

## 06 Seek Help When Needed

- If you're struggling with a subject or assignment, don't resort to cheating. Instead, seek assistance from your instructor, a tutor, or a classmate.
- There are often resources available to help you understand the material better.



**07**

## Collaborate Ethically

- If group work is permitted, collaborate with your peers while adhering to the rules set by your instructor.
  - Clearly differentiate between your individual work and group contributions.
- 

**08**

## Protect Your Work

- Keep your assignments and personal information secure to prevent others from copying or using your work.
  - Use passwords and secure file storage to safeguard your digital work.
- 

**09**

## Stay Informed

- Keep up with changes in academic integrity policies and guidelines at your institution.
- Attend workshops or seminars on academic integrity if available.





## 10

# Self-Check for Plagiarism

- Use plagiarism detection software or online tools to double-check your work before submission.
  - Many institutions provide access to plagiarism detection tools.
- 

## 11

# Embrace a Growth Mindset

- Focus on learning and personal growth rather than just getting good grades.
  - Understand that making mistakes and learning from them is a crucial part of the educational process.
- 

## 12

# Report Academic Misconduct

- If you suspect someone else of academic misconduct, report it to the appropriate authority at your institution.
- This helps maintain a fair and equitable learning environment.



## 13

# Avoid Contract Cheating

- Do not use essay mills or pay someone to complete your assignments for you.
  - This is a serious violation of academic integrity and can lead to severe consequences.
- 

## 14

# If you have any questions about academic integrity, please see:








- Dr. Pappusamy Udhaynan(FoBM) :  
[pappusamy.udhaynan@majancollege.edu.om](mailto:pappusamy.udhaynan@majancollege.edu.om)
- Dr. Farhad Tayebipour (FoELS) :  
[farhad.tayebipour@majancollege.edu.om](mailto:farhad.tayebipour@majancollege.edu.om)
- Dr. Manju Jose (FoIT):  
[manju.jose@majancollege.edu.om](mailto:manju.jose@majancollege.edu.om)
- Ms.Belema Edet (Foundation Programme):  
[belema.edet@majancollege.edu.om](mailto:belema.edet@majancollege.edu.om)





# 15

## Useful Resources

-  [Academic Integrity Page on MOVE](#)
-  [Global Academic Integrity Network](#)
-  [International Center for Academic Integrity](#)
-  [What is Contract Cheating? \(video\)](#)
-  [Say Yes to Academic Integrity 2023 \(video\)](#)
-  [Say No to Contract Cheating 2022 \(video\)](#)
-  [What is Plagiarism? \(video\)](#)

---

Check sections **5.7**, **5.8**, and **5.9** in the Student Handbook to know more about MUC policies for Academic Offences, Academic Concerns, and Penalties for Plagiarism and Academic Misconduct

---



# Remember!

Remember that academic integrity is not just about avoiding plagiarism; it's about building your knowledge and skills honestly, which is essential for your personal and academic growth. Upholding academic integrity ensures that the value of your education remains intact and credible.

