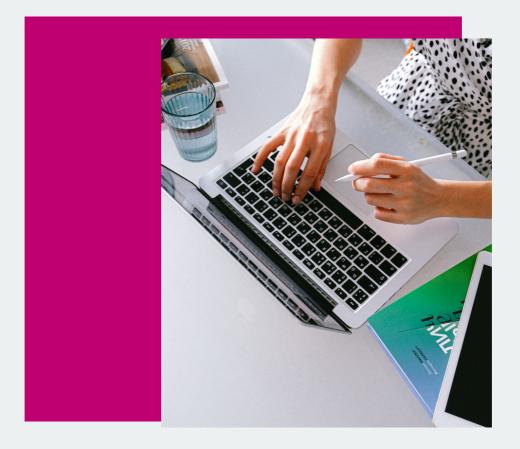
PADDEMajan University College

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. <u>Check UoB Referencing Guide</u>



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

03

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.



Self-Check for Plagiarism

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

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10

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.



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.



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

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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.

