

Quick guide to Academic Integrity and Avoiding Plagiarism

What is academic integrity?

The University's Regulations for Academic Integrity 2017/18 state that academic integrity is based on 'honesty, trust, fairness, respect, responsibility and courage' and it is 'fundamental to every aspect of learning and teaching at the University' (p. 6).

As a student of the University of Surrey, you are part of the academic community. This community is based on mutual trust and respect for other people's work, and academic integrity is at the core of what it means to be an academic. It is expected that every member of this community will abide by the core values mentioned above and will share the responsibility for safeguarding them.

In practice, what academic integrity means for students is primarily to do with being responsible for the academic work you produce during your studies:

- In exams, completing the tasks independently;
- In coursework, clearly differentiating between your own ideas and the work of other people, and acknowledging other people's words and ideas following the accepted referencing conventions.

What constitutes plagiarism and collusion?

When academic integrity is undermined, it can damage the reputation of the academic community as a whole and also the standing and the value of work of individual institutions. Academic misconduct is treated very seriously by the University of Surrey as it has to maintain the high standard of the degrees it awards, and the academic and professional reputation it has both nationally and internationally.

The two most common forms of academic misconduct in assessments are plagiarism and collusion. The University defines plagiarism as

- 'inserting words, concepts, or images or other content from the work of someone else into work submitted for assessment without acknowledging the originator's contribution'.....

and



- 'Representing the work of another as one's own, whether purchased or not, or taken with or without permission. This could include work submitted for assessment by current or former students of the University (Regulations for Academic Integrity 2017/18, p. 6).

Please note that the University also considers the following as plagiarism – 'passing off work as original that has already been assessed whether by the University or another institution and whether in a different module or programme (also known as self-plagiarism)' (Regulations for Academic Integrity 2017/18, p. 7).

Collusion is defined as 'where two or more students work together on an assignment which is to be assessed on an individual basis. This means sharing materials and/or findings and/or using the same wording. (Regulations for Academic Integrity 2017/18, p. 7).

Steps in good academic practice and avoiding plagiarism and collusion

- Familiarise yourself with the University's regulations and expectations regarding academic integrity and avoiding plagiarism and collusion;
- When reading and taking notes, make sure you record the source and make it clear to yourself whether you are taking notes in your own words or copying the original wording;
- When writing your assignments, always make it clear for the reader which sentences express your own thinking, and which sections are based on other people's words and/or ideas;
- Follow the referencing system recommended by your school/ department;
- Use the table below to check what you need to provide for each source you are using, depending on whether you are quoting, paraphrasing or summarising:

	Quotation Marks	In-text citation (author date for Harvard or number in brackets for Vancouver)	Full bibliographic reference in the Reference List
Quoting (retaining the original wording)	✓	✓	✓
Paraphrasing (using your own words to restate somebody else's idea)	■	✓	✓
Summarising (using your own words to restate the main points of somebody else's work)	■	✓	✓

- To avoid collusion, always check your assignment guidelines carefully to see whether you are expected to work individually or as a group, and whether your work will be assessed as an individual or collective contribution;
- If in doubt, ask your tutor or an adviser in Academic Skills and Development (SPLASH) for help and clarification.



Further advice and larger text guides can
be found online:

www.surrey.ac.uk/splash

Revised 30/08/18

Library & Learning
Support Services

