

Student Guide – Guidance on how to avoid Academic Misconduct



1. Understand what Academic Misconduct is

Read and get yourself familiarised with the [University Policy on Academic Integrity in Assessment](#). Ensure that you understand the types of academic misconduct such as plagiarism, self-plagiarism, collusion and contract cheating, they all apply equally to any types of assessments. It is your responsibility to access, read, and understand this policy.

2. Help us to protect the value of your degree

If you have been approached by someone about, or you know of someone engaged in, an act of potential academic misconduct, please contact in confidence the University Student Conduct Office (conduct@hw.ac.uk).

3. Prepare for the Assessment

Depending on the type of your assessment, whether it is an end of semester in-person invigilated exam, time-limited open book assessment, project or laboratory reports, essays, or graphic-based assignments, you are encouraged to prepare and plan in advance. Good preparation can lead to sound knowledge and understanding, which will give you the confidence to write in your own words and avoid the pressures that can often lead to academic misconduct. The [Skills Hub](#) organises [time management workshops](#) that will help you manage your time more efficiently during the semester and with your assessment preparations.

4. If you have a problem

If you experience difficulties, through *no fault of your own*, that impact on your ability to sit the assessment, you should refer to the Mitigating Circumstances (MC) Guide, and submit an application backed up with appropriate evidence. **Never resort to cheating** – this will be investigated and could result in an Invalid Grade (IG) on your degree transcript. The MC process enables you to let the University know that you were dealing with an unexpected adverse situation, and that you wish this to be considered in the marking of your assessment. It is important to read the MC Guide and submit your application and evidence, as soon as possible. You can also visit the [Advice Hub web page](#) to access guidance and support to complete your form. You can contact the Advice Hub via [email](#) or speak to an advisor in person. You can find full details of the mitigating circumstances that HWU rejects/accepts in this [MC Guide](#) and instructions on how to apply for MCs on the [Mitigating Circumstances webpage](#).

5. Avoid Plagiarism

If you are completing an assessment and you are expected to consult books or articles as well as the internet, you must not copy the words of others from any of these sources. Use your own words and use citation. If you feel it is useful to quote the words from a book, article, or relevant website, then you must cite the original author, provide the correct reference, and use speech marks, following the required referencing style. This applies equally to essay-based and numeracy-based assessments. If in doubt about referencing, then you should go to the and view the resources on citation and referencing or attend one of their workshops to learn more.

For in-person, invigilated exams, do not carry unauthorised materials, such as formula sheet to the examinations. “*Bin it or Bag it*”, do not keep any of the unauthorised materials and your mobile phones near you or even in your pencil case. Leave them all in your bags away from your seat. Pay attention to the type of calculator you can use. You can refer to [this](#) guidance for information on approved calculators in examinations.

6. Avoid unintentional Plagiarism

During some assessments, you are allowed to consult your own notes and, any of the course materials, such as lecture slides, images, drawings, and recordings. If you are not diligent in consulting such materials, then this can result in plagiarism. For example, if the course notes you have prepared include sentences extracted from the work of others, e.g., books, journal articles, websites, and you have then forgotten that your notes are not entirely written in your own words, then you may end up reproducing the words of others in your submission without proper acknowledgement. Even if this is unintentional, this is classified as plagiarism and a breach of academic integrity. It is important to consider when taking inspiration from a source to ensure this is presented in your own words as if you are explaining it to someone else. Avoid taking direct copies with little or no change to the original.

7. Avoid Self-Plagiarism (also known as Auto-Plagiarism)

Do not submit or use any previous work within a new assessment which you have previously submitted at:

- HWU,
- any other institution, or
- for postgraduate students in your previous institution, without your course leader's permission.

This includes, an entire assignment, copying or paraphrasing content, or recycling data, style, concepts, drawings, designs, building plans or research. Whether intentional or not this is considered self-plagiarism. Note, this is particularly important if you are repeating/reattending a course. Always follow your course team instructions and consult with them, as there are rare occasions self-plagiarism is allowed. For example, Final year projects which are extended over an academic year, i.e., two semesters, that the content and data created in one semester is continued to the next semester. For students in the School of Textiles and Design in particular: you may wish to develop upon concepts and designs from previous projects, or develop a longer running project, however this must be carefully communicated with staff and referenced correctly and complimented with new data.

8. Avoid Collusion

Do not share or discuss your questions or answers with anyone else (including on social media and on messaging services) even if others promise not to copy your work, unless you are engaged in a group and teamwork, but you should ensure that the assessment instructions are adhered to. Even if you have done all the work on your own, if you share all or part of it with others, it will be treated as collusion.

9. Avoid Contract Cheating

Do not be tempted to 'Google' or search for a question or answer online. If you access an online service (e.g., an 'essay mill') to upload a question or to look at an answer, you run the risk of being detected and therefore suspected of contract cheating or plagiarism, even if you do not copy the answer into your submission. Do not seek assistance from anyone else to complete any part of your assessment. Whether you pay someone or not, if you submit the work of a third party as your own then this is contract cheating.

10. Image, drawing, design, and film citation

Just as with other types of resources, when using other people's images, drawings, or digital media such as films, you must reference them correctly to evidence the original source and author of the data and avoid claiming this as your own work.

References:

- [1] A. P. Association, "APA Style Avoiding Plagiarism," 2020. [Online]. Available: <https://apastyle.apa.org/instructional-aids/avoiding-plagiarism.pdf>. [Accessed 31 August 2023].