The term *academic integrity* refers to standards of academic behaviour. Flinders University and the academic community in general expect honesty at all levels of academic work. Cheating in examinations, fabricating or falsifying data or results and copying the work of others are all regarded as serious breaches of academic integrity.

There are serious consequences for students who breach any of the policies of academic integrity. You can find all relevant information on the Flinders University web site at: [www.flinders.edu.au/ppmanual/student/academic-integrity.cfm](http://www.flinders.edu.au/ppmanual/student/academic-integrity.cfm)

**BREACHES OF ACADEMIC INTEGRITY (EXAMPLES):**

- Submitting someone else’s essay (or any assignment) under your name, as though it were your own work.
- Providing the opportunity or means for your work to be copied by somebody else.
- Copying an essay, an article from a journal, or a section of a book or text from a web site and submitting all or parts of this text in your work as though it were yours.
- Copying diagrams or pictures from someone else (essay, article, book, lectures, etc.) and using them without proper acknowledgement of the source.
- Using a phrase, sentence or paragraph word for word from another source, without the use of quotation marks and a reference to indicate that the words are not yours.
- Using the ideas and work of others and putting them into your own words (or changing a few words or rearranging the word order) but not saying where those ideas came from.
- Purchasing or obtaining essays, tutorial, current test or exam answers and presenting them as your own work.
- Taking unauthorised material into an exam, taking an exam for another student or having another student take it in your place.
- Making up references or data, or giving secondary sources as if they were primary ones.
- Deliberately hiding library books or articles, or cutting out pages or deleting text.
- Lying about medical or other circumstances to get extensions or special consideration.
- Submitting the same (or essentially the same) work, even if it is your own, for 2 or more different assessments/assignments.

**THE ‘P’ WORD: PLAGIARISM**

The first seven of the above examples are examples of plagiarism. Essentially, this is the representation of somebody else’s work (ideas or words) as your own. The most common sources of plagiarised materials are:

- Books and journal articles
- Other students’ work
- Web sites on the Internet
- Other electronic sources such as CDs, DVDs and videos
- Films, documentaries and television programs
- Newspapers and magazines
- Information brochures and advertising materials from government agencies or commercial companies
- University lecturers, tutors and course manuals

**HOW DO I AVOID PLAGIARISM?**

In order to avoid plagiarism, you need to acknowledge all the sources of your information. That includes the major ideas, opinions, direct quotations, diagrams, data, photos or anything else that is not yours.

**QUOTING AND REFERENCING**

When you use the ideas or words of another person in your own work, you must acknowledge the original author in very specific ways. How you do this depends on whether you are using only the ideas of another writer, or the actual words written by that writer. Actual words are said to be ‘quotes’ and should be indicated as such by using “quotation marks”. See the Student Learning Centre (SLC) brochure *’Paraphrasing & Quoting’* for more detail.
Referencing or ‘citing your source’ is a standard way of acknowledging that you have taken the words or ideas of another person and incorporated them into your own work. Different schools, departments and lecturers have their own preferred styles of referencing – Harvard, APA and Footnoting are some examples. Check with your lecturers or your department to find their preferred style. There may also be variations (e.g. punctuation marks) in the usage of any particular referencing system between different institutions, or between different departments within the same institution, so always check to see what specific referencing format is required. Some departments have their own referencing guides, or you can get guides for commonly used referencing styles from the Student Learning Centre on campus or the SLC’s web site: http://www.flinders.edu.au/slc

COMMON KNOWLEDGE

Many things are well known, or seen to be ‘common knowledge’. It is not necessary to reference the original sources of such information, which may be very difficult to determine. For example, most people would acknowledge that Leonardo da Vinci was a great thinker, painter and experimenter, but who was the first to say so? Similarly, major events in history, law, science and politics are matters of public record and are therefore common knowledge.

AVOIDING COLLUSION

Another breach of academic integrity is something called collusion. Collusion is collaboration (group work) which is not sanctioned or authorised by your lecturer. Collaboration can be helpful, and is often encouraged – you can talk with fellow students about ideas presented in class to help your understanding. You can also talk to other students about assignments in general terms to explore the ideas or content, brainstorm additional ideas and share information about references.

To avoid being involved in collusion, however, never hand your work to another student. ‘That student may copy parts of it without your knowledge, which could result in you being accused of academic dishonesty’ (Flinders University 2004).

~ If you are still unsure, drop in to the SLC for clarification. ~

REFERENCES

Flinders University 2004, ACINT001_a Academic Integrity at Flinders, viewed 20 August 2006, <http://flo.flinders.edu.au> (available to enrolled Flinders University students only –password required)

RELATED BROCHURES

Other brochures available at the SLC may help you further with your referencing questions:

- Referencing styles:
  - Author-date (Harvard)
  - APA
  - The Note System

- Paraphrasing & Quoting