

## ACADEMIC MISCONDUCT

Academic misconduct can take a number of forms and in all types of assessment and is taken very seriously. You are advised to read the College Academic Misconduct Policy and Procedure which can be found in section F of the Academic Handbook.

### PLAGIARISM

Plagiarism is the most common form of academic misconduct and may occur in all forms of assessment. It falls broadly into three areas:

- a. Generally, plagiarism is defined as taking the work of another person or source and using it as if it were one's own. It can encompass ideas, written works, musical compositions, computer programs, survey results, diagrams, graphs, drawings, images and designs. The original sources are (deliberately) hidden from the marker by not referencing the source. Words, phrases and passages taken verbatim from a published work **must** be in quotation marks and the source acknowledged using the College's style guidelines and should normally be less than 100 words in length.
- b. If you want to make more use of a published work you may summarise or paraphrase the author's words, but you must properly acknowledge the source. Paraphrasing, when the original statement is still identifiable and has no acknowledgement is still plagiarism.
- c. Self-plagiarism (or double submission) is resubmitting previously submitted work on one or more occasions (without proper acknowledgement). This may take the form of copying either the whole piece of work or part of it. Normally credit will already have been given for this work.

## TOP 10 TIPS TO AVOID PLAGIARISM

### 1. Learn what plagiarism is

Make sure you understand the definitions in the guide and in the College's policy on Academic Misconduct.

### 2. Understand the assignment criteria

Make sure you understand your assignment briefing and the learning objectives being assessed and criteria you will be judged against.

### 3. Don't leave work to the last minute

Get started early and establish a realistic timeframe to get each stage of your assignment completed. If you delay working on an assignment until the last minute, you are more likely to take short cuts and then run the risk of plagiarising.

### 4. Use credible sources:

Academic study requires that you use credible sources to support your position. These could include books, articles, reputable websites (do avoid Wikipedia if you can!), and documents from the web.

### 5. Make careful notes

It is important to carefully note where each piece of information you intend to use in an assignment has come from. Indicate whether the information is a quotation, a paraphrase, or a summary of the information.

### 6. Understand what needs to be referenced

Information you have quoted directly, paraphrased, or summarised must be referenced. Statistics and graphics or images that you did not create must also be cited. Your opinion and common knowledge does not need to be referenced.

### 7. Use the College style guide

### 8. Integrate quotations

Clearly signal that you are using someone else's ideas in your writing. Use phrases such as 'According to...' or 'Fred Blogs suggests...' to show your reader the source of the information.

### 9. Allow time to review your work

Give your paper a final review before submitting it. Be sure you have acknowledged your sources throughout.

### 10. If in doubt ASK!

Speak with your tutor about the assignment requirements and use the resources available at the LRC, including the study support team led by Simon Hopper and Carol Morley.

### POOR ACDEMIC PRACTICE

The college understands that there is a difference between deliberate plagiarism and poor academic practice, where students either hurriedly or badly prepare a piece of work for assessment. This often involves poor referencing where the work may be referenced and cited, but not using the correct format or system. It may include a paraphrase which only slightly alters the original source or incorporate so many referenced texts that there is very little evidence that the student has engaged with the topic in question. Whilst such scenarios might not reflect plagiarism they do show a lack of individual thinking based on the teaching.

### HELPING YOU AVOID PLAGIARISM

To help you avoid plagiarism, your first written assessment at Level 4 is essentially diagnostic. This will allow you to explore good academic practice in your written work and for tutors to offer feedback where your work falls short of expected standards, particularly in regard to plagiarism, without imposing the penalties outlined in Section B of the Policy and Procedures for Academic Misconduct.

## OTHER FORMS OF ACADEMIC MISCONDUCT

### Collusion

A student colludes when he or she submits work for assessment done in collaboration with another person as entirely his or her own work, or collaborates with another student to complete work which is submitted as that other student's work. Collusion does not apply in the case of the submission of group projects, or assessments that are intended to be produced collaboratively.

### Misleading material

Inclusion of data which has been invented or obtained by unfair means or an academic offence; for example, falsifying the results of questionnaires or interviews.

### Cheating

Any irregular behaviour during assessment such as the unauthorised possession of notes; attempting to give or receive help in a formal academic exercise or examination; unauthorised possession of notes; the copying of another student's work; giving a false excuse for missing a deadline or falsely claiming to have submitted work; submitting work that is not your own; the unauthorised obtaining of examination papers.

### Bribery or paid services

Submitting work for assessment that you have purchased from an essay procurement website or offering a bribe to another student or member of staff.

### Sabotage

Attempting to prevent others from completing their work.

## A NOTE ON REFERENCING SYSTEMS

From September 2015, the College has adopted the Harvard as the College's system for referencing sources. THIS APPLIES TO LEVEL 4 and 5 STUDENTS ONLY. Level 6 students should continue to use Chicago. Information on how to use the referencing systems can be found along with the style guidelines on the VLE at:

<http://vle.bruford.ac.uk/course/view.php?id=772>

**For more information about plagiarism and academic misconduct see the College's Policy on the Document, resource and Information System (DoRIS). This also details the penalties for academic misconduct.**

**For addition help and for help if you are dyslexic you can contact the study support team in the LRC**



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**AVOIDING PLAGIARISM  
AND OTHER FORMS OF  
ACADEMIC MISCONDUCT**