

Promoting Academic Integrity Awareness



Empowering students with key tips to maintain academic standards and integrity.



Know What Academic Misconduct Is

Academic misconduct includes different forms, such as plagiarism, commissioning, fabrication of data and may be defined **as any attempt by a student to gain an unfair advantage in any assessment.**

These are taken seriously but can often be avoided with good habits and clear understanding.



Understand the Rules and Your Rights

- Read the **Academic Misconduct Regulations and Procedures** for this academic year (see the Student Policy Zone) so you know what is expected and what happens if a concern is raised.
- If you are invited to a meeting about a possible concern, this is **a chance to explain your work and context** - not a presumption of guilt.



Practice Academic Integrity Every Time

- **Always reference properly:** Give credit where it's due - this includes quotes, paraphrased ideas, data, and theories.
- **Write in your own words** (paraphrase) and show your own understanding.
- If using tools (like AI), check whether they are allowed and how to reference their use - **not doing so can count as misconduct.**



Keep Copies of Your Work

Boost your confidence by keeping:

- Draft versions of your work
- Notes about how and where you did research
- A clear bibliography and reference list

These can help **demonstrate how you developed your work** if a question arises.



Ask for Help Early

If you're struggling with an assignment, **talk to your Module tutor or Personal Academic Tutor early** — before it becomes stressful.

- Seek support from the Academic Skills Hub or a Librarian
- They can clarify expectations, suggest academic support, or help with referencing

Don't wait until the deadline — **early help is key to avoiding mistakes.**



Communicate Clearly and Promptly

If something feels unclear — about instructions, expectations or referencing **ask for clarification early.**



Seek Support if You're Called to a Meeting

If you receive a letter about possible academic misconduct:

- **Attend the meeting prepared and on time.**
- Bring evidence, drafts, notes, and any supportive documentation.
- You are usually allowed support (friend or Student Union adviser) with you to help stay calm and present your perspective.



Stay Positive and Learn

Many cases, especially for first-time minor issues, are resolved with **feedback and opportunities to grow** rather than harsh penalties. Treat any challenge as a chance to strengthen your academic skills.



Student Policy Zone

Remember

Academic integrity is about **honest, fair, and original work.** With good habits, clear communication, and early support, you can **stay confident and avoid misconduct concerns altogether.**

TOGETHER, WE CAN FOSTER
INTEGRITY AND HONESTY

