

# Promoting Academic Integrity Awareness



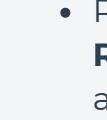
Empowering students with key tips to maintain academic standards and integrity.



## Know What Academic Misconduct Is

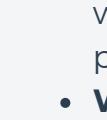
Academic misconduct includes different forms, such as plagiarism, commissioning, fabrication of data and may be defined **as any attempt by a student to gain an unfair advantage in any assessment.**

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.

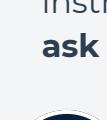


## Ask for Help Early

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

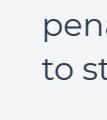
If something feels unclear — about instructions, expectations or referencing **ask for clarification early.**



## 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

