

Caso o grupo entenda poderá, respeitando a regra de um computador por grupo, aceder à página da instituição e obter material que complementa o aqui apresentado.

Academic good practice

The principles of academic good practice go beyond understanding and avoiding plagiarism, although this is a key part of ensuring the academic integrity of your work. This section contains information and advice on academic good practice, including managing your time efficiently, developing good reading and note taking skills and the importance of referencing correctly.

Whilst the guidance is primarily aimed at undergraduates, much of it is relevant to graduate students, particularly those with limited experience of academic writing. It is advisable that you also consult your subject handbook and course tutor for specific advice relevant to your discipline.

Developing good practice



What is plagiarism?



Developing good practice

There are many elements to academic good practice, not just the ability to reference correctly. All students will benefit from taking the two '[Avoiding Plagiarism](#)' courses available via the Skills Hub on WebLearn which have been developed to provide a useful overview of the issues surrounding plagiarism and practical ways to avoid it. Graduate students should complete the online courses as part of their graduate skills training portfolio.

Any student seeking advice on academic writing and plagiarism should consult their tutor, who will be happy to help. Your subject handbook may contain useful advice in addition to that given below.

What is plagiarism?

Plagiarism is the copying or paraphrasing of other people's work or ideas into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work.

Why does plagiarism matter?

Plagiarism is a breach of academic integrity. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

Why should you avoid plagiarism?

There are many reasons to avoid plagiarism. You have come to university to learn to know and speak your own mind, not merely to parrot the opinions of others - at least not without attribution. At first it may seem very difficult to develop your own views, and you will probably find yourself paraphrasing the writings of others as you attempt to understand and assimilate their arguments. However it is important that you learn to develop your own voice. You are not necessarily expected to become an original thinker, but you are expected to be an independent one - by learning to assess critically the work of others, weigh up differing arguments and draw your own conclusions. Students who plagiarise undermine the ethos of academic scholarship while avoiding an essential part of the learning process. The Proctors regard [plagiarism in examinations](#) as a serious form of cheating for which offenders can expect to receive severe penalties.

You should not avoid plagiarism for fear of disciplinary consequences, but because you aspire to produce work of the highest quality. Once you have grasped the principles of source use and citation, you should find it relatively straightforward to steer clear of plagiarism. Moreover, you will reap the additional benefits of improvements to both the lucidity and quality of your writing. It is important to appreciate that mastery of the techniques of academic writing is not merely a practical skill, but one that lends both credibility and authority to your work, and demonstrates your commitment to the principle of intellectual honesty in scholarship.

What happens if you are suspected of plagiarism?

The regulations regarding conduct in examinations apply equally to the ‘submission and assessment of a thesis, dissertation, essay, or other coursework not undertaken in formal examination conditions but which counts towards or constitutes the work for a degree or other academic award’. Additionally, this includes the transfer and confirmation of status exercises undertaken by graduate students. Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.

If plagiarism is suspected in a piece of work submitted for assessment in an examination, the matter will be referred to the Proctors. They will thoroughly investigate the claim and summon the student concerned for interview. If at this point there is no evidence of a breach of the regulations, no further action will be taken. However, if it is concluded that an intentional or reckless breach of the regulations has occurred, the Proctors will refer the case to one of two disciplinary panels. More information on disciplinary procedures and appeals is available on the [Student Conduct section](#) of the Student Gateway.

If you are suspected of plagiarism your College Secretary/Academic Administrator and subject tutor will support you through the process and arrange for a member of Congregation to accompany you to all hearings. They will be able to advise you what to expect during the investigation and how best to make your case. The [OUSU Student Advice Service](#) can also provide useful information and support.

Does this only matter in exams?

Although plagiarism in weekly essays does not constitute a University disciplinary offence, it may well lead to College disciplinary measures. Persistent academic under-performance can even result in your being sent down from the University. Although tutorial essays traditionally do not require the full scholarly apparatus of footnotes and referencing, it is still necessary to acknowledge your sources and demonstrate the development of your argument, usually by an in-text reference. Many tutors will ask that you do employ a formal citation style early on, and you will find that this is good preparation for later project and dissertation work. In any case, your work will benefit considerably if you adopt good scholarly habits from the start, together with the techniques of critical thinking and writing described above. As junior members of the academic community, students need to learn how to read academic literature and how to write in a style appropriate to their discipline. This does not mean that you must become masters of jargon and obfuscation; however the process is akin to learning a new

language. It is necessary not only to learn new terminology, but the practical study skills and other techniques which will help you to learn effectively. Developing these skills throughout your time at university will not only help you to produce better coursework, dissertations, projects and exam papers, but will lay the intellectual foundations for your future career. Even if you have no intention of becoming an academic, being able to analyse evidence, exercise critical judgement, and write clearly and persuasively are skills that will serve you for life, and which any employer will value.

Academic integrity in research: Code of practice and procedure

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Statement of principle

1. The University expects all members of the University including staff and students, and those who are not members of the University but who are conducting research on University premises or using University facilities, to observe the highest standards in the conduct of their research. In pursuance of such high standards, it is expected that they shall:

(a) take steps to acquaint themselves with available guidance as to 'best practice' whether in relation to matters of research policy, finance or safety relevant to their area of research; for example, the statement '[safeguarding good scientific practice](#)' published by the Director General of the Research Councils and the Chief Executives of [UK Research Councils](#) in December 1998;

(b) observe such legal and ethical requirements as are laid down by the University or such other properly appointed bodies as are involved in their field of research;

(c) take steps to secure the safety of those associated with the research;

(d) report any conflict of interest, whether actual or prospective, to the appropriate authority;

(e) observe fairness and equity in the conduct of their research.

2. Failure to comply with the code may give rise to an allegation of misconduct. Misconduct in research may be ground for disciplinary action, and if serious, for dismissal or expulsion.

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Definition of misconduct

3. Misconduct for the purpose of this code means the fabrication, falsification, plagiarism, or deception in proposing, carrying out, or reporting results of research, and deliberate, dangerous or negligent deviations from accepted practice in carrying out research. It includes failure to follow an agreed protocol if this failure results in unreasonable risk or harm to humans, other vertebrates or the environment, and facilitating of misconduct in research by collusion in, or concealment of, such actions by others. It also includes any plan or conspiracy or attempt to do any of these things. It does not include honest error or honest differences in interpretation or judgement in evaluating research methods or results, or misconduct (including gross misconduct) unrelated to research processes.

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Responsibility

4. All members of the University, and individuals permitted to work in University institutions, have responsibility to report any incident of misconduct, whether this has been witnessed, or is suspected. Suspicions reported in confidence and in good faith will not lead to disciplinary proceedings against the person making the complaint. In the event, however, of a malicious allegation, appropriate action will be taken.

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Confidentiality

5. All allegations will be investigated in the strictest confidence. All those who are involved in the procedures for investigating an allegation, including witnesses, representatives and persons providing information, evidence and/or advice, have a duty to maintain confidentiality. For an allegation to be investigated fully, and appropriate action taken, it may, however, be necessary to disclose the identity of the person making the complaint to the person who is the subject of the complaint. The person making the complaint will be advised before such disclosure is made.

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Advice

6. In the case of concerns regarding a person or persons other than students, information and advice may be obtained from the head of department, or in the case of non departmentally organised faculties, the chairman of the faculty board, provided that if the concerns relate to the holder of that office, advice should be sought from the Proctors.

7. In the case of concerns regarding a student, information and advice may be obtained from the Clerk to the Proctors.

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Procedure in the event of suspected misconduct

8. These procedures are without prejudice to the normal operation of the relevant disciplinary procedure of the University and in the event of any conflict between these procedures and the relevant disciplinary procedure of the University, the latter shall prevail. They have been set out by way of guidance only and may be varied to suit the circumstances of a particular case.

9. All members of the University, and individuals permitted to work in the University and institutions, have a responsibility to report to the Registrar or the Proctors, in the case of complaints relating to staff or students respectively, any incident of misconduct, whether this has been witnessed, or is suspected.

10. In the event that further investigation is required, the Registrar or a person duly authorised on his or her behalf, or the Proctors, as the case may be, shall set up a small panel to enquire into the allegations. This shall normally consist of two members namely a member of the department or faculty with relevant expertise and a member of the University or a college from outside the department or faculty, again, if possible, with relevant expertise. Where it is deemed appropriate by the Registrar, or the Proctors, as the case may be, one member of the panel may be a person external to the University, but with relevant expertise. Members of the panel must have no conflict of interest in the case and must be unbiased. The purpose of the preliminary investigation is to evaluate the facts of the allegations in order to ascertain whether there is sufficient evidence amounting to a prima facie case of misconduct.

11. The Registrar or the person duly authorised on his or her behalf, or the Proctors as appropriate, shall require the production of such records as are necessary to enable the investigation to proceed and shall secure their safe keeping.

12. The respondent shall be informed of the decision to set up the enquiry panel and of the membership of the panel.

13. The panel may interview both the person making the allegation and the respondent, and any other persons who may be regarded as witnesses. Any person attending for interview may be accompanied by another person.

14. The panel shall prepare a report, setting out the evidence which has been evaluated, accounts of interviews, if any, and its conclusions. The respondent shall have an opportunity to comment.

15. In the event that the panel has found no evidence of misconduct, the complaint shall be dismissed. In the event that the panel concludes that prima facie evidence of misconduct exists, the report shall be referred to the appropriate person for action (whether informal or formal) under the University's relevant disciplinary procedure. In the event that the panel take the view that the allegations, if proved, would constitute good cause for dismissal, and the allegations relate to a person subject to the provisions of Statute XII of the University Statutes, the panel shall bring the report to the attention of the Registrar under the provisions of Statute XII, Clause 19(1), or if the allegations

relate to a person subject to the provisions of the University disciplinary procedure for non-academic staff, the panel shall bring the report to the attention of the relevant head of department responsible for employing the person. In the event that allegations relate to a Student Member, the Proctors may take further action under the terms of Statute XI.

16. Subject to availability of personnel and to operational demands the investigation of the panel should normally be completed within 20 working days of first notification of the allegation to the Registrar or Proctors as appropriate.

17. In cases where the complaint concerns someone who is not subject to the University's disciplinary procedure, the panel shall invite the Registrar to bring the report to the attention of the appropriate disciplinary body.

18. Where the research is funded in whole or part by an outside grant, the University shall have regard to the guidance issued by the relevant funding body and shall ensure that such body is given appropriate and timely information as to the instigation and progress of an investigation.