



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. It is important that you are aware of your academic responsibilities and adhere to your discipline's standards.



You can find all relevant information on the [Flinders University website](#). Or, to understand Academic Integrity better, complete the [Academic Integrity tutorial on FLO](#).

EXAMPLES ACADEMIC DISHONESTY

- **Plagiarism:** passing off someone else's work as your own
- **Reusing your own work:** taking an assignment you have already completed and resubmit it for another task without the permission of the Topic Coordinator
- **Collusion:** when two or more students collaborate on an individual assignment in a way that is not authorised by the Topic Coordinator
- **Exam Cheating:** acting dishonestly to gain an advantage in a test or exam such as copying answers
- **Contract Cheating:** commissioning others to write an assignment and submitting it as your own
- **Misrepresentation:** presenting untrue information about your own situation or ideas you are using, such as falsifying a medical certificate or changing the date of a citation
- **Fabrication:** fabricating or misrepresenting data or source materials, such as changing data in an experiment

This guide will explain examples of academic dishonesty students most struggle with. For more, see the [Academic Integrity FLO site](#) or the [Student Academic Integrity policy](#).

PLAGIARISM

Plagiarism 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
- Your own or other students' work
- Content from websites and other digital media such as podcasts
- Films, documentaries, and television programs
- Newspapers and magazines
- University lectures, tutors, and course manuals



HOW TO AVOID PLAGIARISM

To avoid plagiarism, you need to acknowledge **all** the sources of your information. This includes the major ideas, opinions, direct quotations, diagrams, data, photos or anything else that is not yours. Do this by:

- Quoting and paraphrasing appropriately and providing correct references
- Using Turnitin (text-matching software) to help you identify issues with referencing and paraphrasing
- Having adequate time to prepare and complete your assignments



[SEE THE GUIDE ON PARAPHRASING AND QUOTING](#)



REUSING YOUR OWN WORK



Reusing your own work is when you submit identical or almost identical work for more than one assignment without the permission of the Topic Coordinator. This can include the whole work or even just a paragraph, and it constitutes self-plagiarism.

It is important to create original work for each piece of assessment, unless you are told otherwise by your Topic Coordinator (such as submitting the plan of an essay, or individual components of a larger research project).

COLLUSION

Collusion is when students work closely with others in the creation of a work without authorisation of the Topic Coordinator. Collaboration, or group work, can be helpful and is often encouraged but there are exceptions including:



- Sharing references or an assignment plan between students
- Dividing up an assignment into sections to be written by a different person
- Asking a student for the same assignment from a previous year to give you some ideas
- Allowing another student to copy your work or answers
- Writing or substantially editing on behalf of another student

WHEN IS COLLABORATION OKAY?

There are many times when it is appropriate to work with others. 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 and brainstorm additional ideas. Collusion also does not include any work that is assessed as a group.

EXAM CHEATING

Exam cheating involves using any method to gain an unfair advantage in an exam or test. It can include:



- Copying or attempting to copy from a fellow student
- Taking a cheat sheet into an exam without the approval of the Topic Coordinator
- Having someone else sit an exam or test for you or impersonating another in a test or exam
- Having unapproved material or devices with you during an exam, such as calculators, printed material, or mobile phones, or opening other tabs or websites on your device during an online exam.
- Copying and pasting directly from an online source when exam instructions ask you to write your answers in your own words

HOW TO AVOID EXAM CHEATING

- Ensure you understand what is and what is not permitted in the exam
- Be aware of any online exam requirements and procedures, including how to report an issue
- Don't allow other students to copy from you
- Give yourself adequate time to prepare and use effective exam revision strategies

[SEE THE GUIDE ON EXAM STRATEGIES](#)



CONTRACT CHEATING

Contract cheating constitutes an attempt to deceive a marker by paying someone else to do your work and submitting it as your own. It can include:

- Purchasing an assessment from an online source or service
- Requesting someone to write an original assignment for you
- Submitting an assessment generated by an algorithm or computer software
- Downloading an essay from a peer on a file-sharing website



Contract cheating is, in all instances, considered Level 2 Academic Misconduct. This means it has serious consequences ranging from failure of the topic to expulsion from the University. You will also be added to the Academic Integrity Register which can have serious implications on your future study and employment.

HOW TO AVOID CONTRACT CHEATING

Avoid essay or assessment writing websites, even if they reach out to you. These often look professional and promise that their services are legal, but they operate knowing that you take on the risk, not them. Students are often tempted by such services due to feeling overwhelmed by the amount of work required, lack of confidence in their abilities, or external stressors that interrupt study time. Ultimately, however, purchasing an assignment and submitting it as your own is **never a good idea!** Instead:

- Seek assistance from the Student Learning Support Service, Studiosity, or your topic coordinator for study support or to request an extension
- Form a study group with friends to help you understand the topic content better
- See the Student Learning Support Service or Health, Counselling and Disability Services for help with time management and procrastination

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.



WHERE TO SEEK SUPPORT TO HELP YOU SUCCEED WITH INTEGRITY!

There is a lot of support available from the university to help you maintain academic integrity in your studies.

The Student Learning Support Service: The SLSS have a range of study guides and resources available via the SLSS FLO page. You can also visit the Learning Lounge to see a learning advisor about referencing, paraphrasing, Turnitin, Endnote and more.

The Library: The library has excellent resources about using Findit@Flinders, Google Scholar, and databases to find appropriate resources for your assignments.

Counselling Services: If you struggle with managing your workload or feel overwhelmed, contact Health, Counselling and Disability Services.

Student Advocacy: FUSA provide support for understanding your rights and responsibilities regarding the academic integrity policy and can advise you regarding instances of academic misconduct.