

ACE Quick Guide to Avoiding Academic Misconduct

What is Academic Misconduct?

Academic misconduct is defined by the Office of the Independent Adjudicator (2024) as “Any action by a student which gives or has the potential to give an unfair advantage in an examination or assessment, or might assist someone else to gain an unfair advantage, or **any activity likely to undermine the integrity essential to scholarship and research**”.

Examples of Academic Misconduct Include:

Plagiarism	Presenting another’s work as your own without the proper acknowledgement.
Self-plagiarism	Recycling work that has already been submitted for credit – at this institution or elsewhere.
Collusion	Completing an assignment with a peer when this has not been expressly permitted.
Falsification	Supplying false information such as fictitious data or fake citations.
Cheating	Receiving unauthorised assistance. For example, using an essay mill or generative AI to produce assignment content.

(University of Edinburgh, 2024)

How do I Avoid Academic Misconduct?

1. Credit the Intellectual Property of Other Scholars

In your assignments, you must provide accurate references – indicating where you have utilised the intellectual property of other scholars.

Using your referencing guide, include an **in-text citation** in the main body of your assignment, directly adjacent to the information you have quoted or paraphrased. This will enable your marker to find the full publication details in the accompanying **reference list** at the end of your assignment.

Your full referencing guide can be located on the [ACE Page via the Apprentice Learner’s Portal](#). For additional support, check out our upcoming [Referencing Workshops and Drop-In Sessions!](#)



2. Include Paraphrases Over Direct Quotations

Paraphrasing involves **expressing the critical arguments of others in your own style of writing**, integrating them in a way that best supports your line of reasoning. As such, it allows you to demonstrate to the marker that you have understood what you have read. For this reason, your assignments should contain more paraphrases than direct quotations.

To avoid plagiarism, however, you must do more than change the author's vocabulary! It is good practice to **combine the techniques of changing vocabulary, voice, word class, and sentence structure**. For worked examples, see the [ACE Quick Guide to Paraphrasing](#).

3. Submit Original Work, Written by You

Your assignments must be original work, written by you. As such, you should avoid patronising essay mills and the use of AI-generated content. You should also **never reuse content from an assignment previously submitted** for credit unless your tutor expressly permits you to do so.

If you are required to engage with the same topic across multiple assignment briefs, it is acceptable to revisit the scholarly resources you originally incorporated. However, you should never reproduce analyses included in former assignments or closely paraphrase these works. Instead, use their reference lists to identify further resources – keeping detailed, accurate notes on what you have read.

The following ACE Quick Guides provide further advice on reading and writing for academic purposes:

[Academic Reading Strategies](#)

[Evaluating Sources and Reading Critically](#)

[Critical Writing: Building an Argument](#)

[Use of Sources](#)

[Introductions and Conclusions](#)

[Writing the Main Body](#)

You may also find it helpful to book an [ACE 1-2-1 Tutorial](#) on one – or more – of these skills.

(University of Edinburgh, 2024)

4. Complete Assignments Individually

The ability to work collaboratively is a skill that many employers value. However, you must avoid working with classmates on assignments designed to be completed independently. If you fail to do so, the marker will be prevented from assessing *your* knowledge and understanding!

Whilst you are encouraged to discuss module content with your peers, you should never engage in discussions surrounding your plans for upcoming assignments. To protect yourself from accusations of collusion, **never share your assignment with a current or past classmate or ask to see theirs.**

You may be required to complete assignments which include both groupwork and independent tasks. For additional guidance, consult the brief or ask your module lecturer to clarify when it is and is not appropriate to collaborate with your peers.

(University of Leeds, 2024)

5. Present Accurate Information, Backed up with Evidence

A commitment to maintaining academic integrity is fundamental to undergraduate and postgraduate study. When completing assignments, you should **adopt an honest, ethical approach – ensuring that all of the information provided is true to the best of your knowledge.** As such, you should never falsify citations or manipulate data.

(University College London, 2024)

Reference List

Office of the Independent Adjudicator (2024) *Part A: Academic Disciplinary Procedures*. Available at: <https://www.oiahe.org.uk/resources-and-publications/good-practice-framework/disciplinary-procedures/part-a-academic-disciplinary-procedures/> (Accessed: 16 December 2024).

University of Edinburgh (2024) *How to Avoid Academic Misconduct*. Available at: <https://www.sps.ed.ac.uk/students/postgraduate/current/taught-msc/assessment/how-to-avoid-academic-misconduct> (Accessed: 16 December 2024).

University College London (2024) *Academic Integrity*. Available at: <https://www.ucl.ac.uk/students/exams-and-assessments/academic-integrity/about-academic-integrity> (Accessed: 16 December 2024).



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