10 tips to avoid academic misconduct

1. **Stay healthy.** Illness can add unnecessary stress and lead students to make poor decisions.

2. **Stay organized.** Take notes when doing research, and keep track of assignment deadlines.

3. **Get the right help.** uWaterloo has many services to help you succeed!

4. **Be honest.**

5. **Ask questions.** Your instructor or TA can clarify assignment and course requirements.

6. **Do your own work.** Don’t ask anyone to complete an assignment or take a test for you.

7. **Don’t do work for others.** Don’t allow others to copy or use your assignments or tests.

8. **Learn how to cite properly.** uWaterloo has workshops, books, and online resources to help you.

9. **Cite all sources.** This includes (but is not limited to) books, webpages, art, code, reports, and images.

10. **Educate yourself.** Review uWaterloo’s Policy 71 on Student Discipline and your course syllabus.

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**RESOURCES**

Your instructors and TAs are your best resources for assignment-specific and course-specific questions.

**THE LIBRARY**
lib.uwaterloo.ca
- Online academic integrity tutorials lib.uwaterloo.ca/ait
- Workshops to improve citations (i.e. RefWorks), research, and more
- Citation and writing guides
- Subject guides and Liaison Librarians

**THE STUDENT SUCCESS OFFICE**
uwaterloo.ca/student-success
- One-on-one coaching
- International Student Experience
  - Mentors and social groups
  - Conversation classes
  - Advisors

**THE WRITING CENTRE**
uwaterloo.ca/writing-centre
- One-on-one tutoring
- Workshops to improve writing
- Drop-in study sessions

**THE OFFICE OF ACADEMIC INTEGRITY**
uwaterloo.ca/academic-integrity
- Online collection of uWaterloo and external resources
- In-person information sessions
- Drop-in office hours

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earn your degree the right way

ACADEMIC INTEGRITY AND YOUR SUCCESS
ACADEMIC INTEGRITY IS making the right decisions in your academic work – even if it’s hard! being honest; fair; responsible; trustworthy and trusting; respectful; and courageous.

5 TYPES OF ACADEMIC MISCONDUCT

1. **Plagiarism**
   Pretending that someone else’s work, ideas, or words are your own.

2. **Unauthorized Collaboration**
   Working with others without permission.

3. **Cheating**
   Doing anything that gives you an unfair advantage over others.

4. **Fabricating Data**
   Making up research or altering results.

5. **Falsifying Information**
   Not being truthful in official documents, assessments, co-op applications, and more.

TEST YOUR KNOWLEDGE:
IS IT ACADEMIC MISCONDUCT?

- **Q** Brian is struggling to write an essay. He finds some essays online and takes pieces from each of them.
  - **A** Yes, this is plagiarism. Brian did not do any of his own work. Instructors want to see your ideas.

- **Q** Lisa missed a class, and doesn’t know how long her report should be. She asks Chao for details.
  - **A** No, this is not academic misconduct. However, if Chao and Lisa had worked together on the actual assignment without permission, then that would be unauthorized collaboration.

- **Q** Maria wrote a great essay last year, and it matches an assignment for this year. Since she cited properly in the essay, and it’s her work, she resubmits the essay.
  - **A** Yes, this is self-plagiarism. If you want to reuse your own work, you must get permission from both instructors and cite yourself.

- **Q** Mark hires a tutor to help him with Calculus. The tutor completes part of Mark’s homework.
  - **A** Yes, this is unauthorized collaboration. A tutor can teach concepts, but cannot give you the answer. Similarly, an editor can give you tips on writing, but cannot rewrite your paper.

- **Q** Frank is writing a report, and can’t remember where he found a certain piece of research. Knowing that the research is valid, he makes up a citation for it.
  - **A** Yes, this is fabricating data. Always take notes when you’re researching, so that you can accurately use that research later.

- **Q** Carlos is applying for his dream co-op job. He claims on his resume and in his interview that he can program in 4 languages – but he can only program in 2.
  - **A** Yes, this is falsifying information. Be honest about your skills and abilities. State your willingness to learn new things.

- **Q** Shauna needs to study for an exam. She gives Tyler her iClicker and gets him to do an in-class quiz for her.
  - **A** Yes, this is falsifying information and cheating.

POTENTIAL CONSEQUENCES OF ACADEMIC MISCONDUCT

Consequences depend on the situation and the offence. Possible penalties include:

- Zero on the assignment.
- Failing grade in the class.
- Suspension or expulsion.
- Official notation in transcript.