

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.



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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Work. Study. Play. with integrity.

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.

» 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.

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** John, Ahmed, and Sonja have a tough assignment that has a lot of questions. They divide up the questions and meet later to share answers.
- A** Yes, this is unauthorized collaboration. You must always work alone unless you have clear permission from your instructor.
- 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.