

avoiding academic misconduct



What is Academic Misconduct?

While at University, you are held to the principles of academic integrity, which is an expectation that students will behave with honesty, respect, trust, fairness and be responsible in the way they carry out and present academic work. Any behaviour or activity by a student that undermines academic integrity and gives them an unfair advantage in assessments over others is considered as academic misconduct.

Plagiarism, collusion, cheating in exams, commissioning essays and fabrication are some types of academic misconduct. In addition to this, there are forms of academic misconduct that could also be treated as disciplinary offences, including personation, deception and unethical research behaviour to name a few.

Avoiding academic misconduct

The reasons why students normally commit academic misconduct are not usually through intent, but down to poor academic practice. This can include not planning ahead or managing time effectively, poor note-taking and not raising any issues that are affecting your ability to study at the time.

There are a number of things that you can do to ensure that all of your work is completed to a good academic standard:

- Complete the **academic integrity tutorial** on blackboard to get a basic understanding of the standards required of you as a student
- Arrange an appointment, or attend a drop in session at the **Writing Centre**
- Look at the information and resources available on the **Academic Integrity webpages**
- Attend a **Turnitin workshop** to understand how best to use this tool to improve your academic work. You can also use apps and other software to help organise your research, note-taking and manage your references.
- Meet with your supervisor or tutors to discuss your work, and get formative feedback
- If there are **exceptional circumstances** affecting your ability to study, talk to your supervisor or someone in your department.

Alternatively, you can contact the the **Advice and Support Centre at the Students' Union (YUSU)** or the **GSA** (for postgraduate students)

Under suspicion of academic misconduct?

If you are informed by your department that a piece of work is under suspicion of academic misconduct, you should be provided with a sample of evidence that demonstrates this, and the opportunity to respond to this in person or in writing. The University has a procedure that all departments must follow if there is a suspicion of academic misconduct. We appreciate that it can be quite a difficult notification to get, but try not to panic, and do take it seriously.

How can an advisor help you?

Both **YUSU** and **the GSA** (for postgraduate students) have a lot of experience in supporting students who have been under suspicion of academic misconduct. We can provide you information about the process, help you understand why your work is under suspicion, and help you prepare a statement or notes for a face-to-face meeting. We can also accompany you to meetings and ensure that due process is followed by the University.

What are the possible outcomes of academic misconduct?

If academic misconduct is determined to have taken place, outcomes can range from a capped mark for poor practice to being discontinued from your course for more serious offences. A full list of possible outcomes is outlined in the **Academic Misconduct Policy**.



Appealing a decision

You have the right to appeal a decision on grounds of procedural irregularity, or extreme and significant exceptional circumstances. If you are considering an appeal, we strongly recommend that you seek advice from **YUSU** or **the GSA** (for postgraduate students).

Key documents & Information

- Academic Misconduct Policy
- Exceptional Circumstances Policy
- YUSU's "If the unexpected happens" document - a guide to exceptional circumstances.
- Visit yusu.org/studysmart

Support

You can arrange a confidential, independent appointment with one of our advisers at YUSU, or at the Graduate Students' Association Advice Service if you are a postgraduate student, by contacting us in any of the following ways:

YUSU

Advice & Support Centre
asc@yusu.org

01904 323724

(office hours: 10am to 4pm, Mon - Fri)

GSA

advice@yorkgsa.org

01904 322718

Book an appointment at:

yorkgsa.org/students/welfare/

Academic Support

Academic supervisor or module leader

Writing Skills Centre

Maths Skills Centre