

# Academic integrity for students

## Information sheet

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### What is academic integrity?

Academic integrity is applying the principles of integrity to your academic responsibilities and approaching them in an honest, moral and ethical way.

The following groups have a responsibility to display and uphold academic integrity:

- the Queensland Curriculum and Assessment Authority (QCAA)
- schools
- teachers
- students
- tutors
- parents/carers/others in a support role.

### What is academic misconduct?

Academic misconduct is behaviour — related to your academic responsibilities — that is dishonest, unethical or unfair. It is defined as taking steps to gain an unfair advantage over other students, or to create a disadvantage for other students. A broad range of behaviours can be considered academic misconduct such as cheating, plagiarism and copying work.

### Effective academic practices

Creating and maintaining effective scholarship practices makes completing your own work, and acknowledging others' work, much easier.

To maintain academic integrity, you must acknowledge other people's work using the system of referencing preferred by your school. Your response must clearly show which is your work and which is the work of others.

The following steps will help you maintain academic integrity:

- forward planning — understanding the components of a task and how long each component might take to complete
- time management — implementing a plan to achieve the assessment outcome, incorporating adjustments to this as needed. Allowing for unexpected events such as issues with technology or changes in personal circumstances
- note-taking and summarising — synthesising research or gathering information into a new idea or summary
- referencing — appropriately acknowledging the ideas, work or interpretation of others
- choosing appropriate examples — selecting appropriate quotes or examples to support an argument or communicate meaning
- editing — refining your own work
- checking — self-assessing compliance with academic integrity guidelines before submitting responses.

## Effective research practices

One of the ways you can ensure that you maintain academic integrity, and ensure the work you submit is your own, is to plan and complete your research effectively.

Consider the following:

- Plan your research — understand the purpose of your research. What are you trying to find?
- Use appropriate resources — consider the source of your information before you start taking notes. Is it an appropriate source to use?
- Take notes and summarise — use your own words. Do you understand the information and ideas you're taking notes on?
- Keep clear records — record where information and ideas come from. Will you be able to find this information again if you need to?
- Acknowledge the information or ideas of others — use in-text referencing/citations. Are you referencing as you go?

## Further information

Your school can provide further information about effective practices, such as referencing, that will help you maintain academic integrity.