

**A**

# STUDENT HANDBOOK

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UNIVERSITY OF  
CALIFORNIA



## Principles of Academic Integrity

Academic integrity is a core value

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else's words without quotation marks around those words, inappropriate paraphrasing, or referencing someone else's idea without appropriate attribution;

- purchasing or otherwise acquiring work and submitting it as your own original work; and
- submitting your prior work for evaluation in another course, or in a subsequent attempt of the same course, without the express approval of the instructor teaching the second course or subsequent attempt

Unintentional plagiarism is just as serious as intentional plagiarism. It is your responsibility to use sources ethically and appropriately by learning how to incorporate them into your work.

## How to Avoid Plagiarism

There are two main components to incorporating the words and ideas of others.

1. Quoting, summarizing and paraphrasing effectively
2. Identify all sources by applying the correct citation style

### Quoting, summarizing and paraphrasing effectively

Quotations, summaries and paraphrases are the methods by which you can incorporate the work of others into your work. When choosing which method to use, consider the discipline within which you are writing and the type of paper you are producing. For example, papers that analyze literature may rely heavily on direct

quotations, compared to social science papers that include more paraphrasing.

There are rules for each method above. These rules include formatting, such as the correct use of quotation marks and indentations, and also ensuring that the order of ideas, the sentence structure and the words are changed in a paraphrase.

### Identify all sources by applying the correct citation style

Citing sources is what allows you to use the words and ideas of another. It is of paramount importance to cite each and every source that you use in a clear and consistent way and using the citation style required by the instructor. The reader must be able to distinguish what ideas and words belong to another individual, what belongs to you and be able to locate and read the source if they wish. You can achieve this by providing in-text citations and a reference list.

## How to Cite Sources

There are several citation methods such as MLA, APA and Chicago Style. Different fields of study will use a different citation style. Although all the styles will include common information, for example, the authors name, article or book title, journal name, and date of publication, there are differences in the order of the information and how it is formatted in your citation. The citation method that you are expected to use will be given in the course outline. There are some online tools that can help you cite appropriately according to these conventions, such as Owl Perdue.

## Contract Cheating

It is understandable that as the author of your own work it would seem reasonable that you should be able to reuse a piece of work that you have submitted previously in the same, or another, course. After all, they are your words and ideas and you cannot be accused of plagiarism. However, this is self-plagiarism and, without express permission from the instructor, this is also a type of academic misconduct. The main reason is that you have already been assessed and gained credit for the work; you are not allowed to benefit from it twice.

If you are a graduate student, it is strongly recommended that you consult with your supervisor with regards to expectations about what might count as self-plagiarism in graduate research.

## Contract Cheating

Contract cheating is a term used to describe a situation that occurs when someone else completes your academic work on your behalf without the instructor's permission. Contract cheating includes using a service, such as an essay writing company, or having a friend, family member or private tutor complete your work. Even if money is not exchanged, it could still be considered contract cheating.

This form of academic misconduct can also have serious, personal repercussions. Some companies have been known to blackmail students by threatening to tell their university about what they have done. They demand additional

money from students to keep them  
silent. Do not trust private services

## **G**o to the Student Success Centre (SSC) and Student Wellness Services.

Take advantage of the student supports and resources available to you at the Student Success Centre (SSC) and Student Wellness Services. The SSC provides a wide range of resources that are designed to support students like yourself through your academic journey so you can realise your full potential. The SSC offers programs and services that enhance student learning and personal development from inquiry to degree completion.

Consider meeting with an academic development specialist (ADS) in the SSC. The ADS team is well acquainted with the commitments and challenges of university life, and they're passionate about helping students develop strategies that lead to academic success. They can provide advising sessions on personalized academic planning and learning support to help you achieve your academic goals.

To improve your academic writing skills, book an appointment with a writing tutor in the SSC or register for the workshops that cover academic integrity, academic writing, study skills and wellness. The SSC offers many online resources related to academic improvement. Some of the topics you can seek help for include time management, motivation and note-taking skills.

## **H**elp with your academic writing.

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## HELPING QUESTIONS CCEED EQUITY CE

### Policy and Regulations:

Student Academic Misconduct Policy and Procedure

Student Non-Academic Misconduct Policy and Procedure

Copyright Policy2 (e) 100 -1.00

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If you have comments or suggestions to improve this handbook contact: [askacademicintegrity@ucalgary.ca](mailto:askacademicintegrity@ucalgary.ca)