ACADEMIC INTEGRITY FACT SHEET FOR STUDENTS

academicintegrity.uwaterloo.ca

WATERLOO

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UNIVERSITY OF WATERLOO » OFFICE OF ACADEMIC INTEGRITY

Some students, particularly in their first year of undergraduate studies, commit academic offences. These offences are sometimes accidental but still have serious implications. This sheet provides information about integrity to ensure you avoid committing an offence. For more information, complete the AI tutorial: lib.uwaterloo.ca/ait.

MISUNDERSTOOD OFFENCES

Excessive collaboration

» Discussing an assignment in significant detail with peers or splitting up work

» Using a classmate's assignment as the basis or as a reference for your own or allowing someone else to do this with your assignment

» Each assignment may have different requirements related to collaboration; be sure to confirm these expectations with your instructor

Plagiarism

» Copying code, ideas, images, direct quotations, etc. without proper citation

» **citationmachine.net** is a citation generator that can help you avoid plagiarism – there is also one on Microsoft Word under the References tab

» Self-plagiarism, re-submitting an assignment for another class, is an offence

Unauthorized use of previous term's assignments, tests, solutions

» It is unacceptable to have unauthorized access to this information or to accept it if it is offered to you

» Even if it was not you who obtained it, this is still an offence

Use of another student's previous assignment, test, solution

» You may not work off of, or refer to in any way, a copy of an assignment a student submitted in a previous term

» Even though students may have finished a course, their submitted documents are kept for reference

Theft of another student's intellectual property

» Looking at another individual's assignment without their permission or submitting another individual's assignment as your own are very serious offences and under no circumstances is this excusable

FIND OUT MORE!
lib.uwaterloo.ca/ait

ADDITIONAL FACTS

» For co-op students: representing yourself to have skills, experience, or knowledge you do not, or acting in an interview as if you are incompetent when you are not is an offence

» Answering in-class iClicker questions with a friend's device if they are absent to get them participation marks is an academic offence

» If you have any questions it is important that you contact your instructor; only they will have the right answers about proper citation, collaboration, etc.

» There are many resources available to students including the Office of Academic Integrity, Counselling Services, Academic Advisors, Writing Clinic, and Associate Deans

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