

# Department of Economics

## Academic Integrity Good Practice

### Dos and Don'ts

#### Do

- Use your own words when describing the ideas of others. An essay/report/policy brief, etc is an exercise in writing, not an exercise in how good you are at copy-pasting others' words.
- Complete the Library's courses on and [Introduction to Referencing](#) and [Plagiarism](#)
- Refresh your Economics [Academic Writing Skills](#)
- When you are writing your own notes, use you own words to cover the relevant ideas and details of the source material. Keep track of who/where you are taking ideas from.
- Discuss assignments with other students but write your own notes after the discussion and always ensure that work you submit is your own.
- When doing groupwork, ensure that all group members understand what plagiarism is and that there is no plagiarism within the piece of work.

#### Don't

- Copy and paste from source text and/or lecture notes.
- Copy shared notes from a study/revision group into an assignment or exam – you don't know who else in the group might have done the same!
- Submit your work to Turnitin or other plagiarism checking software as this will automatically get flagged on our system due to a high percentage match.
- Use a paraphrasing website or other similar software, this will increase your chances of being flagged for plagiarism – don't be afraid to use your own words!
- Lend your work to another student or post it on an online essay mill, this may expose you to an accusation of misconduct.
- Engage in any form of contact with another student during a test or an exam, including any form of verbal or written contact (e.g., WhatsApp, instant messaging, etc).

In 2023/24, the Academic Services team logged 286 referrals, investigated 363 students across UG and PG cohorts (175 for poor practice and 188 for misconduct). Out of the 188 misconduct referrals, 122 students had penalties applied to their marks. 54 penalties resulted in a mark of 0 being applied to the assignment investigated.

Since 2021 we have had 23 decisions appealed by students and the University has upheld the Department's decision in 22 instances.

## Avoid being part of the statistics!