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Academic integrity in context
Preparing for a technical report

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Professional Development (COMP1205)

Electronics and Computer Science

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Academic Integrity - why is it important?

*"a commitment, even in the face of adversity, to five fundamental values: **honesty, trust, fairness, respect, and responsibility**"*

[Center for Academic Integrity]
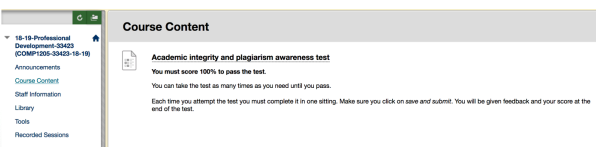
Why is it important/

- We want to assess **your own** knowledge and understanding of the learning outcomes of a degree
- Our degrees are accredited by professional bodies that maintain high quality professional standards

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Deadline: End of Semester

18-19-Professional Development-33423 (COMP1205-33423-18-19)
Announcements
Course Content
Staff Information
Library
Tools
Recorded Sessions

Course Content

Academic integrity and plagiarism awareness test
You must score 100% to pass the test.
You can take the test as many times as you need until you pass.
Each time you attempt the test you must complete it in one sitting. Make sure you click on save *and* submit. You will be given feedback and your score at the end of the test.

READ SLIDES| READ REGULATIONS | TAKE TEST ON BLACKBOARD.SOTON.AC.UK

**You will not pass the module
if you do not pass the Academic Integrity test**

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Academic Integrity

UNIVERSITY REGULATIONS

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University policy

- The University has adopted policy and procedures regarding the standards we expect from our students, and what should be done in cases where students fall short of these standards
  - "breaches" of academic integrity
- Full details in the University Calendar
  link on last slide

- This lecture gives a summary of

  - ways of breaching academic integrity
  - the consequences of breaching academic integrity
  - **how to avoid such breaches**

University regulations (download PDF)

http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html

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Our expectations

We expect you to

- take responsibility for your own work;
- respect the rights of other scholars;
- fully acknowledge the work of others wherever it has contributed to your own (thereby **avoiding plagiarism**);
- follow the standards and conventions of your discipline;
- avoid taking unfair advantage of others.

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Summary of regulations - AVOID

Plagiarism: copying or paraphrasing without acknowledgement material attributable to, or the intellectual property of, someone else.

Collusion: submitting work that was produced in collaboration with others, without declaration.

Cheating: gaining unfair advantage for yourself or another, e.g., by **ghosting**: submitting work produced for you by someone else.

Falsification: presenting fictitious or distorted data, making false claims.

Recycling: reusing your own work without declaring you have done so.

Breaching ethical standards: failing to seek ethical approval for research/studies that involve humans or their data

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How you see the regulations in ECS

When you submit coursework you will be asked to declare

e.g. via a signature or electronic tick box
that you are"

"aware of the requirements of good academic practice, and the potential penalties for any breaches"

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Academic Integrity breaches

• **Minor breaches**

- small amount of plagiarism (due to inexperience/lack of understanding)
- minor recycling
- collusion leading to limited similarity

• **Major breaches**

- **any repeated incident**
- moderate/extensive/serial plagiarism
- moderate/extensive recycling
- collusion leading to significant similarity
- breaching ethical standards
- copying/breaches of examination regulations, e.g., unauthorized use of notes in examination rooms
- falsification
- ghosting/impersonation/use of essay bank services.

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Range of penalties

- Written warning.
- Reduction in marks for the affected work; any plagiarised material is ignored when marking.
- Resubmission of the piece of work for a reduced maximum mark.
- Mark of zero is returned.
- Failure of the whole module.

- Failure of the whole year
- Reduction in degree classification
- Termination of studies
- Withdrawal of award

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Academic integrity

WHAT IS PLAGIARISM – HOW CAN I AVOID PLAGIARISING?

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What is plagiarism

- In some countries/cultures students may expect to copy
- Teachers may want students to repeat exactly what's in books or lecture notes

- Here - at the University of Southampton, all the work you submit for marking must be **your own original creation**

Plagiarism is using someone else's work or ideas

- without indicating that they are not your own
  - without crediting the original author

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Examples of plagiarism

- Including in your own work **extracts** from another person's work without the use of quotation marks or without crediting the source

- The use of **ideas** of another person without acknowledgement of the source

- **Paraphrasing/summarizing** another person's work without acknowledgement

- Submitting a piece of work entirely as your own when it was produced in **collaboration** with others, and **not declaring that this collaboration has taken place**

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How to avoid plagiarism

1. **Quoting** any material directly copied from elsewhere
   - but this should be limited to a few words, or a sentence or two !
   - extensive quoting is bad practice and should be avoided !
2. **Paraphrasing** other people's work (i.e. describing it in your own words)
   - most of the time you should paraphrase rather than quote !
3. **Citing**: follow the quotation or paraphrased material with a citation such as [3], which clearly identifies an item in your bibliography
4. **References**: Put the references at the end of your report, giving details such as title, author, and year for each source you have cited. **You must do this for all sources!**

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Examples of using quotes…

- The easiest and clearest way to identify a quotation is with quotation marks **"…"**

  "Testing shows the presence, not the absence of bugs." [1]

- An alternative is to indent, or display, the quoted material, which is usually in italics

  Testing shows the presence, not the absence of bugs.[1]

- But only use quotations if paraphrasing diminishes the value of the message!

  - For example here is a longer quote: *"the other pre-eminent name in British Computing, Maurice Wilkes, arguably contributed rather more than Turing, certainly in practical terms, but is much less prominent in the popular perception" [4]*

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How to quote

- It is easy and clear to identify a quotation with quote marks "…" '…' as shown below

"the other pre-eminent name in British Computing, Maurice Wilkes, arguably contributed rather more than Turing, certainly in practical terms, but is much less prominent in the popular perception" [4] However, Turing's contribution towards

- An alternative is to indent, or display, the quoted material, which is usually in italics and sometimes indented. This is less clear (coloured text included for the slide only)

  The other pre-eminent name in British Computing, Maurice Wilkes, arguably contributed rather more than Turing, certainly in practical terms, but is much less prominent in the popular perception [4] However, Turing's contribution towards …

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Really clear quotations…

- Probably the clearest way is to indent the text on both sides and enclose it in quote marks, also writing explanatory/linking text before and after the quote…

  When considering the key figures in the the development of computing in the UK

  "the other pre-eminent name in British Computing, Maurice Wilkes, arguably contributed rather more than Turing, certainly in practical terms, but is much less prominent in the popular perception." [1]

  However, Turing's contribution towards

Beware:
A report which is mostly direct quotes will not get a good mark! 16

Turning a quote into paraphrasing

- **In the vast majority of cases you will paraphrase rather than quote**
- Copyright law only allows you to copy small amounts of text (one or two line)
  - Longer quotes require the author to give permission
- In such cases you should paraphrase the source by putting the material in your own words
  - **'[…] the other pre-eminent name in British Computing, Maurice Wilkes, arguably contributed rather more than Turing, certainly in practical terms, but is much less prominent in the popular perception' [4] However, Turing's contribution towards […]**

  Can be paraphrased as

  - **Wilkes, though not as famous as Turing, perhaps made greater practical contribution**
- You also paraphrase to make sure your report flows smoothly and reads well
  - A sequence of quotations can confuse your reader
- Paraphrasing demonstrates your understanding of the material, as you comment on, evaluate, and summarize the key points of the source in your own words

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Plagiarism vs Paraphrasing

- It is plagiarism if you…
  - Take too much from one source,
  - Only replace some words with synonyms,
  - Simply swap words or phrases round to make the sentence look different

- Instead you must
  - Summarise the key points from your source
  - Use your own words and phrases
  - Comment on and evaluate your source

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How to acknowledge figures correctly

Figure 1: a UML communication diagram (Lethbridge and Laganiere [5], ch.8, p.290)

Re-printing/'quoting'

Figure 2: a UML communication diagram (based on Lethbridge and Laganiere [5], ch. 8, p.290)

Adaptation/'paraphrasing'
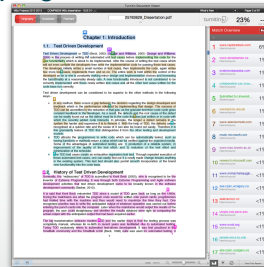
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Take good notes as you research

When you take notes from sources, make sure you identify:

- **Identify** any direct quotations you are recording
- **Note** any paraphrasing you make
- **Distinguish** those parts of your notes where you are recording/noting your own observations/insights based on the document you are reading
- **Record** any sources your notes refer to
- **Observe** how the articles you read use citations, learn from their examples

This will be particularly important if you are taking notes over an extended period and then reviewing them later.

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In turnitin, this is what copy and past plagiarism looks like

- Plagiarism is copying and pasting from electronic sources without explicit acknowledgement of the source **or** without explicitly marking the pasted text as a quotation is plagiarism

- even if you subsequently modify the text e.g., by replacing some words with synonyms, it will still be plagiarism

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How and where to Cite

- Immediately after the quote or the paraphrased material
- Use a consistent citation style
  - In IEEE format: *Here is a piece of paraphrased text [2]*

    [2] is the citation tag

  - In Harvard format: *Here is a piece of paraphrased text* (<name of author(s)>, <year of publication>)

    (<name of author(s)>, <year of publication>) is the citation tag

- A citation tag will refer to the same source throughout the document
- You can cite more than one source for the same piece of content
  - E.g., IEEE: Here is another piece of paraphrased text [2,3]

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Why cite sources?

- We are **legally** obliged to respect an author's moral right to be acknowledged as the source

- Citations support the scientific process:

  - new results are published (details of publication are recorded)
  - leading to new claims being made
  - these results and claims may be challenged
  - or they may be supported by further findings

- Each step records how scientific understanding develops, and the process requires a clear audit trail

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References

In the reference section you list the sources you have cited in your document

- You should list each source just once

References need to be

- Complete and in a standard format
- Sufficiently detailed to enable a reader to locate the same source again
  - Citation standards (check out the library guidance) specify that detail

Some tools enable automatic formatting of citations

  - Endnote (Microsoft Word)
  - Bibtex (LaTeX)
  - Zotero
- Bibliography or Further Reading
- If there is text which you used for reference but did not cite, you may list a reference to it under a bibliography or further reading section

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Is ignoring academic integrity a "victimless crime"?

- If you plagiarise
  - You deny the true author the credit,
  - You undermine the scientific publication process

- **All** breaches of academic integrity

- Divert staff from more constructive activities, and
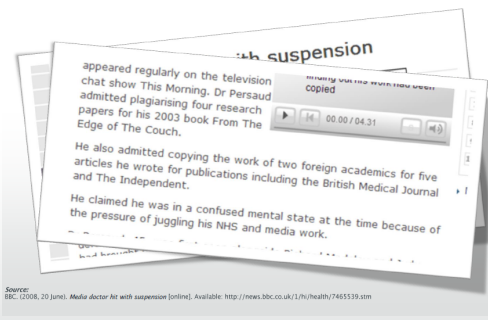- Undermine the reputation of ECS degrees

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Case study of plagiarism…

- BBC News, June 2008

- http://news.bbc.co.uk/1/hi/health/7452877.stm, visited on November 3rd, 2014

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.. Case study

appeared regularly on the television chat show This Morning. Dr Persaud admitted plagiarising four research papers for his 2003 book From The Edge of The Couch.

He also admitted copying the work of two foreign academics for five articles he wrote for publications including the British Medical Journal and The Independent.

He claimed he was in a confused mental state at the time because of the pressure of juggling his NHS and media work.

Source:
BBC, (2008, 20 June). *Media doctor hit with suspension* [online]. Available: http://news.bbc.co.uk/1/hi/health/7465539.stm

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Lessons learned

What can we learn from Dr Raj Persaud?

1. Find ways to plan your study time effectively

2. Be aware of deadlines / schedule your workload
   - Be realistic/objective/honest with yourself

3. Leave plenty of time for writing (little and often is best)

This will help avoid the need for 'short-cuts' which could lead to bad academic practice.

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Understanding and avoiding plagiarism

- The concept of plagiarism extends to all sorts of academic work:
  lab work, design and build, programming and written work

- When you complete a handin you will be asked to confirm that the work is your own.

  Make sure you

  – Explain any collaborative work you may have done

  – Acknowledge the use of other people's work such as code, design, graphs and diagrams

  – Acknowledge any reuse of your own previous work

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How we detect plagiarism

- Sometimes, it's just obvious
  - Different writing styles
  - Better English
  - Or even different fonts

- Online plagiarism tools…
- We routinely use turnitin, we run code checks
- We can use the internet quite well ourselves and may well investigate possible serious breaches very intensively

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Plagiarism detection service

- The University uses automated plagiarism detection systems
  - across student groups
  - across externally published work
- These systems use a huge library of sources:
  - over 135 million previously submitted student papers
  - over 13.5 billion pages of web content (including wikipedia!!!)
  - articles from more than 90,000 subscription-based journals and periodicals
- In recent years, these have detected a small number of cases where there has been a **major level of plagiarism**
  - **and some students have failed their degrees as a result**

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Assessment/coursework

- The purpose of assessment is to enable you to develop and demonstrate
  - **your own knowledge and understanding** of the learning outcomes of a module or programme
- It is entirely appropriate that your work is informed by, and refers to
  - the work of others in the field,
  - discussions with your peers, tutor or supervisor
- Such contributions must always be acknowledged in accordance with conventions appropriate to the discipline
  - this requires more than just a mention of a source in a reference list
  - make clear which are your words/ideas/artwork
  - acknowledge **each instance** of another person's words/ideas/artworks appropriately

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Group work

- Some assignments, labs, and projects are carried out in groups

- For small tasks it will be assumed that everyone contributed equally
  - if a member of your group is **not** doing their share of the work, you must tell the lecturer

- For major pieces of work you will be asked to indicate your contribution and that of others
  - so keep a record of this in your log book

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Collaboration (and Collusion)

- When you have worked on a problem together it is difficult to know who should get the credit – this is called **collaboration**. You should declare this when submitting the work:
  - this is my own work except for <material> which <friend> and I developed together

- If you don't declare your collaboration, this is called **collusion** and will be treated as a breach of academic integrity

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Collaboration (and Collusion)

It is often helpful to **discuss ideas** and approaches to your work with your peers.
You may ask a friend to **explain material** to you.

- However:
  - what you submit must be your own work!
    - you must be able to explain what you have done and how you have done it
    - any collaboration must be declared at the time of submission
    - this is my own work except for <material> which <friend> and I developed together

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Collusion… rather than Collaboration

- What is **collusion**?

  – Unauthorised (and undeclared) collaboration between students on an individual assignment

  – unauthorised (and undeclared) assistance of another student on an individual assignment

- Collusion is the second most common AI breach in ECS, and often results in a mark of zero for the assignment!

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Examples of Collusion

Examples of collusion

  – submitting work that was carried out in collaboration with another student or with input from another student, without declaring this

  – submitting work carried out by another student

  – showing another student your work

  – allowing another student to submit your work (in part or as a whole) as their own

Don't do it!

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How to Avoid Collusion

- Carry out each assignment yourself

  – You must be able to explain your solution/code fully if asked to do so

- if you have problems with your work

  – Ask the lecturer/demonstrators

- If you wish to help others,

  – Explain principles and help improve their general understanding

  – Do not show or give them your solution

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Please remember

- Maintaining Academic integrity is **very** important.

- Breaches include plagiarism, cheating, falsification, collusion and recycling.

- We use automatic plagiarism detection software to help us identify breaches.

- Students who have purposefully breached academic integrity guidelines have been caught, and some have failed their degree as a result.

- Make sure you paraphrase, and cite all your sources in a clear and standard way.

- Ignorance is NOT an excuse – every time you submit coursework, you state that you are aware of these regulations.

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Academic Integrity links

University regulations (download PDF)

- http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html

How to avoid plagiarism when writing

- http://www.plagiarism.org/article/preventing-plagiarism-when-writing

Library Academic Skills (Academic Integrity)

- http://library.soton.ac.uk/sash/ai

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Deadline: End of Semester

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