Academic Integrity

Academic integrity refers to the honest and ethical manner in which academic work is done, whether it is an assignment, an examination, an oral presentation, or a research project or report. PolyU views Plagiarism as a serious disciplinary offence. It is a fundamental value that all students are expected to uphold.

At PolyU, various resources are available to provide a fair and honest learning environment which encourages you to maintain high academic standards.

How do I Avoid Plagiarism?

Use sources with care and respect

- Take careful notes so you remember where you got your information.
- Keep track of all the sources you have used for each assignment.
- Cite all your sources in your finished work making it clear who said what. By citing sources in your writing, you can provide background information about previous investigations, support your own ideas, illustrate a point you want to make, and demonstrate the breadth of your research on a topic.
- Include all your sources in your reference (or bibliography) section.
- Acknowledge all the help you get.

Find out the expectations of the University, your Department and your teacher

- Read your Student Handbook. In the Regulations and Rules section, under Academic Studies, you'll find Academic Integrity and Plagiarism.
- Ask your Department for specific citing and referencing guidelines.
- Ask your teacher how much you can work with your classmates on individual or group assignments if you are not clear. If you don't know the difference between co-operation and collusion, then ask.
- Read and understand the Honour Declaration before you sign it.

Develop your academic and personal skills

- Plan carefully and start early so you have time to do your own work.
- Attend courses to improve your writing and referencing skills.
- Ask for help (from your teacher, the Library, or the English Language Centre) if you are unsure about what you must do.

Play safe!

- Don't leave your completed work lying around.
- Talk and study with your classmates but don't lend your work to others in case they copy it. It may be difficult to prove who did the work first.
- Don't be lazy. Do your own work!

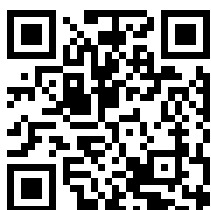# Getting More Information and Help at PolyU

- Your Student Handbook (see Academic Studies in the Regulations and Rules section)
  http://www.polyu.edu.hk/ar/

- The Online Tutorial on Academic Integrity has been developed to help you understand the importance of honest behaviours in academic pursuits and how to avoid plagiarism in your work. It is available at LEARN@PolyU(理學網). For more information on the Online Tutorial, please refer to the Student Guide on Online Tutorial on Academic Integrity.
  https://www.polyu.edu.hk/ogur/docdrive/Academic_Integrity/Student_Guide.pdf

- The English Language Centre (ELC) in A core and Z core provide resources and services.
  - ➢ The Centre for Independent Language Learning (CILL) provides information about in-text referencing, quoting, summarising, paraphrasing, and how to write a bibliography (http://elc.polyu.edu.hk/CILL/reference.aspx). Please also read "English for Academic Purposes" (book available in CILL) for advice and examples.
  - ➢ The Referencing Guides provide detailed explanations on citation mechanics of different referencing styles as well as examples on referring to different types of sources:
    http://elc.polyu.edu.hk/referencing/
  - ➢ The Reference Machine formats references for you:
    http://elc.polyu.edu.hk/CILL/referenceMachine.aspx
  - ➢ The Writing Assistance Programme offers individual help with your writing:
    http://elc.polyu.edu.hk/WAP/

- The Pao Yue-kong Library offers workshops and online courses, tips on plagiarism, citation styles, and reference management tools for students. For more information, please visit:
  https://libguides.lb.polyu.edu.hk/academic-integrity.

Enquiries: **academic.integrity@polyu.edu.hk**

For more details, please visit:

Plagiarism Booklet
https://www.polyu.edu.hk/ogur/docdrive/Academic_Integrity/Plagiarism_Booklet.pdf

Office of General University Requirements (OGUR)
https://www.polyu.edu.hk/ogur/