

## What is 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 to 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.

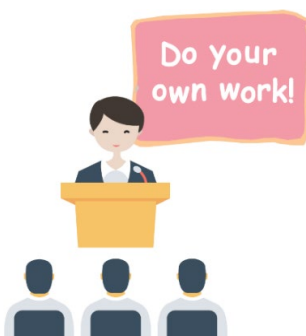


### Find out the expectations of the University, your Department and your teacher

- 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!

# What is the Online Tutorial on Academic Integrity?

As part of the University's continuous effort in maintaining a fair and honest learning environment at PolyU, an 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. For more information about academic integrity and the Tutorial, please refer to resources below:



[Student Guide on Academic Integrity](#)



[Online Tutorial on Academic Integrity FAQs](#)

## Where to get more supports and resources at PolyU?

**Academic Registry (AR)** maintains the updating of handbooks and guidelines related to policies and operational arrangements on academic integrity matters.

- [Information of Academic Integrity at PolyU](#)
- [Student Handbook](#)  
(see Academic Studies in the Regulations and Rules section)
- [Guidelines for Students on the Use of Generative Artificial Intelligence \(GenAI\)](#)



**English Language Centre (ELC)** provides information and referencing guides which offer detailed explanations on the mechanics of citations and referencing examples. Advising service is also offered to students to help improve their writing skills.

- Information on what referencing is, reasons for referencing, how to reference, and how to write a bibliography provided by [Centre for Independent Language Learning \(CILL\)](#)
- [Referencing Guides](#) on how to use academic referencing conventions and how to reference correctly, covering APA, Harvard, IEEE and Vancouver styles
- [Reference Machine](#), a generator of correctly-formatted references in different styles to assist students in writing references
- [Writing Assistance Programme \(WAP\)](#), an advising service provides individual, one-to-one advice and training on all aspects of writing

**Pao Yue-kong Library** offers workshops and online courses, tips on plagiarism, citation styles, and reference management tools for students.

- [Online Guide: Library Support for Academic Integrity](#)

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