UNIVERSITY OF Southampton
School of Electronics and Computer Science

Academic Integrity

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Background

Why this is important

The Power of the Web

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- With the rise of the internet, the World Wide Web, and search engines such as Google, anyone with access to a computer has an unprecedented amount of information available to them "at their fingertips"
- This is good news to you when researching your essays, reports, and projects, but…
  - with power comes responsibility to use these resources appropriately
  - there is an increased need for academic integrity

What is Academic Integrity

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- Academic Integrity

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

[Center for Academic Integrity]

Why This Is Important

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- The concept of academic integrity is fundamental to any learning community
- We want to assess your *own* knowledge and understanding of the learning outcomes of a programme

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Academic Integrity Regulations

Some details of what you have to know

University Policy

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- 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 (see link on the last slide)
- This lecture gives a summary of
  - ways of breaching academic integrity
  - what the consequences of this are
  - how to avoid such breaches

Our Expectations

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- 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);
  - ensure that your own work is reported honestly;
  - follow the standards and conventions of your discipline;
  - follow the ethical conventions and requirements appropriate to your discipline;
  - avoid taking unfair advantage of others.

Summary of Regulations

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- You must ensure you 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

Summary of Regulations

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- When you submit coursework you are asked to declare (e.g. through a signature or electronic tick box) that you are aware of the requirements of good academic practice, and the potential penalties for any breaches

Academic Integrity Breaches

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- **Minor breaches** (due to inexperience/lack of understanding)
  - small amount of plagiarism
  - collusion leading to limited similarity
  - minor recycling
- **Major breaches**
  - any repeat incident
  - moderate/extensive/serial plagiarism
  - collusion leading to significant similarity
  - moderate/extensive recycling
  - breaching ethical standards
  - copying/breaches of examination regulations, e.g. unauthorised use of notes in examination rooms
  - falsification
  - ghosting/impersonation/use of essay bank services

Range of Penalties

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- written warning
- reduction in marks for the affected work
  - any plagiarised material is ignored when marking
- require resubmission of the piece of work for a reduced maximum mark (typically 50%!)
- mark of zero is returned
- failure of the whole module - one such case in 2015-16 !
- failure of the whole year
- remove Referral right (in addition to one of the above)
- reduction in degree classification
- termination of studies - one such case in 2015-16 !
- withdrawal of award

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Plagiarism

What it is, and how to avoid it

What is Plagiarism?

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- In some countries/cultures you may be expected to reproduce information from text books or lecture notes.
- 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

Examples of Plagiarism

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- 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/summarising another person's work without acknowledgement
- use of code (this includes open source code!) that was not written by you, without acknowledgement of the source
- 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

How to Avoid Plagiarism

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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. **Bibliography**: Put the bibliography 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!

How and When to Quote

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- 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 quotation should only be used when paraphrasing diminishes the value of the message!
  - a not so good 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]

Why and How to Paraphrase

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- For the vast majority of the time, you should paraphrase rather than quote
  - for example: Wilkes, though not as famous as Turing, perhaps made greater practical contribution [4]
- Copyright law only allows you to copy small amounts of text (one/two lines)
  - longer quotes require the author to give permission
- paraphrasing demonstrates your understanding of the material, and ensures that your report flows smoothly and reads well
- when paraphrasing, you should summarise the key points of other people's work
  - try to also add your own comments/evaluation of their work

Paraphrasing vs Plagiarism

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- It could be plagiarism if you
  - take too much from one source,
  - only replace some words with synonyms, or
  - simply swap words or phrases round to make the sentence look different
- Instead you should
  - *summarise* the key points from your source
  - use your own words and phrases
  - comment on, and evaluate your source

Example of plagiarism: copy and paste

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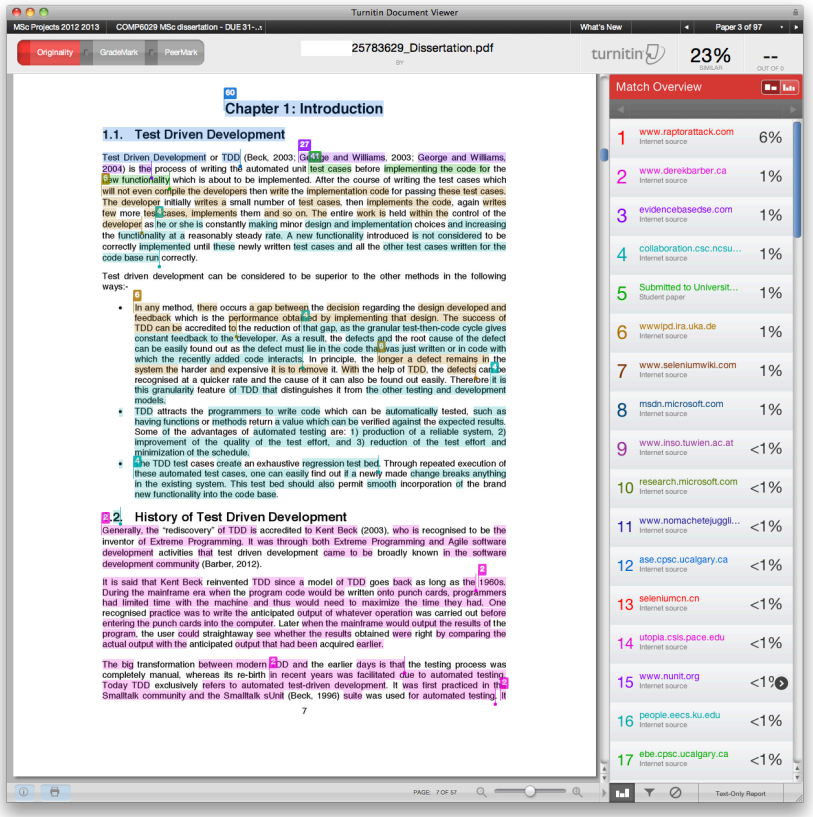

- copying and pasting from electronic sources without explicit acknowledgement of the source *or* without explicitly marking the pasted text as a quotation is considered plagiarism
- even if you subsequently modify the text (e.g. by replacing some words with synonyms), this is still not acceptable!

Taking Good Notes

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- When you take notes from sources, make sure you identify:
  - where you are recording direct quotations
  - where you are paraphrasing
  - where you are recording your own observations based on the document you are reading
  - the sources your notes refer to
- Beware of copying and pasting from sources – this is not what you should be doing !
- This will be particularly important if you are taking notes over a longer period and then reviewing them later.

How to Cite

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- Immediately after each quotation or piece of paraphrased material, include a *citation tag*
  - this is a number, year, or other identifier in square brackets [...]
  - different styles exist, but you must use the same style throughout each essay or report
- For example:
  - "the other pre-eminent name ... in the popular perception" [Halley 2005]
  - Wilkes, though not as famous as Turing, perhaps made greater practical contribution [3]

Citing Figures

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- Including someone else's figure in your own work:

Figure 1: a UML communication diagram (Lethbridge and Laganiere [5], chapter 8, page 290)

- Redrawing and changing someone else's figure:

Figure 2: a UML communication diagram (adapted from Lethbridge and Laganiere [5], chapter 8, page 290)

Bibliography

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- This is where you list your cited sources
- The list needs to be complete and in a standard format
  - containing enough detail to locate the same source again
  - ordered alphabetically or numerically, according to the style of your citation tags
- Details on how to format your bibliography using IEEE referencing:
  - http://www.ieee.org/documents/ieeecitationref.pdf
- Some tools enable automatic formatting of citations, e.g.:
  - Endnote (Microsoft Word)
  - BibTeX (LaTeX)

Why Cite Sources?

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- We are *legally* obliged to respect the author's moral right to be acknowledged as the source
- And also to support the scientific process:
  - new results are published
  - leading to new claims being made
  - these results and claims may be challenged
  - or they may be supported by further findings
- This is how scientific understanding develops, and the process requires a clear audit trail

A “Victimless Crime”?

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- If you plagiarise
  - you deny the true author the credit, and
  - 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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But Will I Really Get Caught?

How we detect cases of plagiarism

Avoiding Plagiarism

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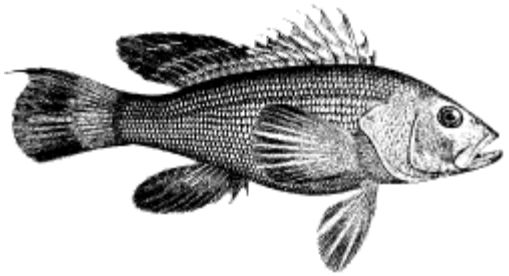
- The concept of plagiarism extends to all sorts of academic work: lab work, design and build, programming and written work
- When you complete a handin you will be asked to confirm that the work is your own. Make sure you
  - explain any collaborative work you may have done, and
  - acknowledge the use of other people's work such as code, design, graphs and diagrams



How We Detect Plagiarism

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

- Online plagiarism tools…

Plagiarism Detection Service

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- 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 the last 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

Assessment

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- 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 bibliography
  - make clear which are your words/ideas/artwork
  - acknowledge *each instance* of another person's words/ideas/ artworks appropriately

Group Work

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- 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

Collaboration and Collusion

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- It is often helpful to **discuss ideas** and approaches to your work with your peers. Alternatively, 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 it if asked to do so
  - any collaboration must be declared at the time of submission
    - this is my own work except for <material> which <friend> and I developed together
- What is **collusion**?
  - unauthorised collaboration between students on an individual assignment
  - unauthorised 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!

Examples of Collusion and How to Avoid It

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- 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
- How to avoid collusion
  - carry out each assignment yourself (you should be able to explain your solution/code fully if asked to do so by the lecturer)
  - ask the lecturer if you have problems with your work
  - if you wish to help others, do so by improving their general understanding, not by showing/giving them your solution

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Summary

Please Remember

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- Academic Integrity is **very** important
- Breaches include plagiarism, collusion, cheating, falsification, and recycling
- We use automatic plagiarism detection software to help us identify breaches
- Students 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
- Make sure you acknowledge any third party designs/code that you use in your work
- Make sure you avoid collaboration on individual assignments
- Ignorance is NOT an excuse – every time you submit coursework, you state that you are aware of these regulations.

Academic Integrity Links

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- University regulations: http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html
- Academic Integrity tutorial: https://www.efolio.soton.ac.uk/blog/academic-integrity/
- Library Academic Skills (Academic Integrity) : library.soton.ac.uk/sash/ai (includes an Academic Integrity Quick Guide)
- Academic Skills Guides: http://www.academic-skills.soton.ac.uk/integrity/index.htm