



## Academic Misconduct

An important aspect of research ethics is academic misconduct, which may take a variety of forms, although it usually involves the misrepresentation of a person's work. **Plagiarism**, **collusion**, and **insufficient contribution to group work** are all forms of academic misconduct. These practices are unacceptable in any context, and in particular in an academic environment. The detection of deliberate plagiarism, collusion, or a failure to contribute to group work at Photography Studies College will result in a serious penalty.

## Plagiarism

Plagiarism includes **copying** any significant amount of another author's wording, starting from as little as a few key phrases, without **proper citation**. It also includes **paraphrasing** without citation. Copying ideas, designs, and images may also constitute plagiarism. The submission of one's own work, even where correctly referenced, for different assessment tasks will in most cases also constitute plagiarism. Copying from another student during an exam and cheating by using unauthorised notes or aids in an exam are also forms of plagiarism.

## Collusion & contribution to group work

Collusion is the term given to the **unauthorised contribution** of anyone other than a student on work submitted by the student for assessment. In group work, where it is determined that a student has contributed significantly less than the other students to a group's piece of assessment, this is also academic misconduct.

## How to avoid academic misconduct

To avoid plagiarising, **always provide a citation** when using another author's ideas, images, or creations. Specifically, use quotation marks when borrowing another author's phrase or sentence, and indent when quoting more than a few sentences. See the Citation Guide for a detailed explanation of how to cite references. Do not present as your own work something you have received unauthorised assistance with from someone else. In group work, you must make an equal contribution with your fellow students. If in doubt, always acknowledge the extent of your own work and the contribution of others to work submitted for assessment, either in the body of your text, in a footnote or endnote, or in a caption.