



SQA Approved Centre  
Scottish Qualifications Authority

# **Guidance for candidates on avoiding plagiarism**

Issued by the Exam and Quality Assurance Team, December, 2021

**Academic Integrity and Plagiarism**

## **Academic Integrity**

SQA RAK Centre encourages collaborative discussion and solicitation of feedback among students, faculty and outside experts. However, it should be understood that written assignments including the Dissertation are required to be performed independently. It is expected that you will conduct your own independent research and the writing or calculations that you do are your own. If an assignment or essay is permitted for group authorship it will be defined as such.

Violations of academic integrity include cheating on any examination; plagiarism; misuse or fabrication of data to draw conclusions that may not be warranted by the evidence; omission or concealment of conflicting data for the purpose of misleading other scholars; paraphrasing or summarizing another's material in a way to misrepresent the author's intentions; and use of privileged material or unpublished work without permission.

## **Plagiarism and Using Sources**

Plagiarism is the most common form of violation of the standards of academic integrity. For the purposes of academic work submitted as a student of the University, plagiarism is defined as (intentionally or unintentionally) submitting work, ideas or writings of someone else without adequately providing credit in the form of a citation. An act of plagiarism is not just limited to the direct copying of someone else's work and submitting it as your own, it also includes using a combination of information from multiple sources and changing a few words without adequate citation.

Generally, "common knowledge" is the only source material that can be reproduced in your essays without citation. If you are unsure if a source of information is considered to be common knowledge, it is better to err on the side of safety and cite the source. If your writings are significantly influenced by collaboration or class discussions, it's also appropriate to include a footnote in your paper disclosing that.

If you have any questions about academic integrity or plagiarism, or when in doubt about whether it is appropriate to collaborate on work for any course, you should always consult with the faculty member first.

SQA RAK Centre conducts Academic Enrichment session at the beginning of a new cohort. This is a 2 hour session of 1.5 hours sessions workshop conducted by the SQA Coordinator. The workshop is hands-on with live demos and multiple exercises. Following the workshop an Academic Enhancement Skills Guide is provided to the students.