

*Study* **SMART**

BUILD THE SKILLS FOR YOUR SUCCESS



STUDY WITH INTEGRITY

# PDF resources included in this booklet

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# Study with Integrity

To earn your degree and move into your future career, you need to do the right thing in all aspects of your academic work.

## Academic integrity

One of the joys of starting at uni is that you've joined **a learning community that is both local and global**. Your local academic community is comprised of your teachers, researchers, and your student peers who are learning alongside you in your subjects, and your global academic community is made up of people all over the world who are studying the same things as you and contributing to knowledge about it. You will encounter that global outlook as you read books and research, in the videos you watch, in the labs where you replicate important experiments, in studios where you create work, the reports you read, and the experiences you have. It's an exciting time!

Being a member of a learning community at university also means you have responsibilities – like anyone who studies and works at Western has. As a student here, you're expected to take those obligations seriously because they indicate you understand what it means to meet the ethical standards of acting with integrity. Our university upholds these values because cultivating sound academic judgement throughout your studies establishes a strong foundation for acting with integrity in all aspects of your life, including the transition to (and through) new professional work environments.

Don't worry if you feel a bit overwhelmed right now! Hang in there. We'll be alongside you as you learn the ropes.

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## STUDY SMART WEBSITE

Find this section on the Study Smart website here:

[http://westernsydney.edu.au/studysmart/home/study\\_with\\_integrity](http://westernsydney.edu.au/studysmart/home/study_with_integrity)



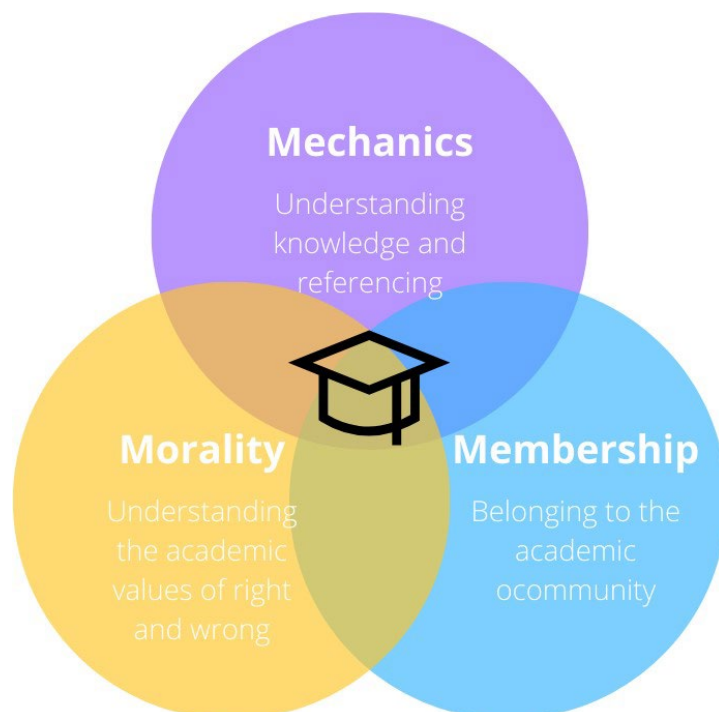
## What is Academic Integrity?

Academic integrity gives you a foundation for being an ethical citizen and a trusted worker in whatever context you find yourself in.

Acting unethically could get you into trouble, both in university and your later professional life.

There are 3 related components of academic integrity:

- Mechanics - knowing how to study with integrity (e.g. understanding sources, referencing)
- Membership - belonging and contributing to the academic community
- Morality - understanding and agreeing with academic values of right and wrong



*(This model has been developed by the Western Sydney University Library)*

The University is committed to academic integrity, honesty and the promotion of ethical scholarship. Under the University's **Student Code of Conduct**, you are expected to:

- act honestly and ethically in the production of all academic work and assessment tasks;
- give recognition to any direct quotes used from other authors or to those authors whose work has made an intellectual contribution to the contents of your work;
- acknowledge shared ownership of ideas in group projects or assessment tasks.

If you do not behave with academic integrity, you are likely to face allegations of academic misconduct. The University's **Student Misconduct Rule** defines academic misconduct as "conduct by a student that in any way undermines or otherwise puts at risk the academic integrity of any course, unit of study or assessment (including examinations) or the University's academic reputation".

Read the definitions below to learn about different types of academic misconduct.



#### **Fabrication**

Making up research data/outputs and displaying them as real results.



#### **Contract Cheating**

Arranging for someone else to complete your work, often in exchange for money.



#### **Collusion**

Collaborating with someone else on an academic task that is intended to be your own work.



#### **Impersonation**

Pretending to be someone else during an assignment or enlisting someone else to do an assessment on your behalf, such as taking a test or exam in place of another person.



#### **Plagiarism**

Copying work from another source without proper attribution.



#### **Falsification**

Altering, manipulating, or excluding research data and then showcasing the outcomes, rendering them unreliable and invalid.



#### **Self-Plagiarism**

Reusing your own previously created or submitted work without proper attribution to the original work and without prior permission of your tutor.



## Why is Academic Integrity Important?

Academic integrity is important to you and important to the University.

You are investing your time and effort in studying for a degree, which will be a stepping stone to success in your chosen field or career. The knowledge you acquire at university will set the foundation for your professional knowledge and practice. So it's important to give yourself the best chance of success by completing your assessment tasks with an open and honest attitude.

The University's reputation also depends on the success and reputation of its students and staff. In order for the community to have confidence in the degrees awarded by the University, it's crucial that course requirements and assessment standards remain consistent and transparent. That's why the University takes the issue of academic misconduct very seriously. As one of Western's Alumni, you will feel proud of the high standards you achieved, knowing that your learning was based on the foundations of truth and respect.

Correct referencing of sources is important in academic assessments because:

- it enables the person marking your work to see where ideas influencing your work have originated;
- it shows a path for how new knowledge is built;
- it gives the appropriate attribution to those from whom you have sourced information and ideas.

When you learn how to incorporate the ideas and research conclusions of others into your own work, with appropriate attribution, it demonstrates your understanding of the material you have read. It also gives clarity to your analysis of an issue or topic.

It's also important to ensure that you approach tutorial tasks, quizzes and exams with a high level of integrity. These forms of assessment are designed to test your knowledge, so you are cheating yourself if you do not complete the task using your own knowledge and abilities.



## Studying with Integrity

Your key strategies for studying with integrity are preparation, planning, and consistency.



Manage your time to avoid completing assignments 'at the last minute'.



Read all of the information provided to you so that you are fully aware of all the requirements for each unit of study. Information is provided in Subject Outlines, vUWS sites, vUWS announcements, lectures and tutorials, and through your student email.



Ask any questions you need to ask of your Subject Coordinator and tutor. If you don't, these unanswered questions could block your progress.



Develop your note taking skills. Keep detailed, accurate records of the sources you read and refer to so that you have this information at hand when you need it for your reference list or bibliography.



Check your work before you submit it and ensure you have included correct referencing and citations. Make use of **Referencing and citation** resources to help you attribute a quote or an idea correctly.



If available, pre-submit your work to **Turnitin** and revise your work on the basis of the Originality Report before you submit it the final time for assessment.



Seek assistance from your **Study Smart Librarian** service.



## What is Contract Cheating?

Contract cheating is when you use a service or another person to do any of your University work for you.

(Definition modified from TEQSA, 'What is Contract Cheating'? [What is contract cheating and methods to reduce it | Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](https://www.teqsa.gov.au/what-is-contract-cheating)).

Essentially, if you enter into a contract (an agreement), with a service or person to do your work for you then you are engaging in contract cheating.

Examples of contract cheating include:

- paying for an essay, such as from one of the websites in the image at the start of this page
- paying a friend, peer, or relative to complete an assignment for you
- asking someone to complete part of an assessment for you
- sharing University lecture notes on a contract cheating website.

Watch this video from the 21C student partners about contract cheating and why it's a problem: [Contract Cheating: it's not worth it - YouTube](#)

### Tips for Avoiding Contract Cheating:

- Ask your Subject Coordinator or Subject Tutors for assistance with understanding the requirements of your assessments.
- Complete your own work.
- Do your best to plan ahead to avoid the stress that can lead to cheating. Use University support services if you need to. The [Study Smart Assignment Calculator](#) is a good way to plan your work.
- Get help from Western Sydney University support services when you need it e.g. Studiosity, PASS, Study Smart and MESH
- If you think you may have been targeted by a contract cheating service, report it.
- Don't use websites advertising contract cheating services.
- If you see someone offering services online for a fee, block the ad and use the [Report a Cheating Service form](#) on WesternNow to report the service to the University.
- If you have a question about contract cheating, you can email [academicintegrity@westernsydney.edu.au](mailto:academicintegrity@westernsydney.edu.au) for a confidential response



## How can you identify a contract cheating service?

Identifier	Explanation	Hints & Examples
It's all about the money	The site will offer to write your assignment for you in return for money.	If there is any mention of exchange of cash for services, then this is contract cheating. The site may offer specials and discounts. For example, "Get 50% off your first essay!"
It won't be connected to the university	The site <b>will not</b> have any official affiliation to WSU or any other links or associations to legitimate institutions – universities, schools, government agencies, and so on.	If the site is not advertised on any university pages, then avoid it.
It's not about helping you improve your writing skills	The site will have no interest in assisting you in improving your writing or academic skills. It will all be about paying someone else to do the work for you.	If the service is expecting you to return and keep paying for future essay writing, this is a clear sign that this is contract cheating.
Sites are blocked on campus computers	Most contract cheating websites are blocked on the university's servers. If you are on campus, using a University computer or the university network (internet), then you won't be able to get into most of these sites.	If you are studying from home, evaluate the name of the website. Contract cheating operators often use something obvious like "Write My Essay for Me" or "Pay for My Essay".
Suspicious claims	Further clues will include making dubious and suspicious claims like guaranteeing you a certain grade.	For example, "HD guaranteed!" and "100% plagiarism free!"



## Academic Integrity Module

The Academic Integrity Module (AIM) is a non-award, mandatory subject that must be completed by all new WSU students. **If you are a commencing student, you will have been automatically registered into NOAW0004 Academic Integrity Module, which will be listed in your Subject Sites in vUWS.**

The online module and quiz should only take you around an hour to complete. You must receive 100% in the quiz, and you must complete the module by the end of your first semester.

Completion of the AIM subject requires you complete the AIM module and score a mark of 100% on the quiz at the end of the module. There are **no classes** required for this subject.

### **I am a new student who is not registered into the AIM**

**You must complete the AIM if you are registered into the subject, NOAW0004: Academic Integrity Module.** If you are not automatically enrolled into NOAW0004: Academic Integrity Module, then you do not need to complete this subject.

If you have any further issues with registering with the AIM after applying the above steps, please contact [Student Central](#).

### **I am not registered into the AIM subject, but my School or subject requires I do the AIM**

If you have been directed to complete the AIM but are not registered for the AIM subject, please contact the [Library](#) for help.

### **I am a Staff Member who would like to Preview the AIM and Quiz**

Staff can access the ACADEMIC INTEGRITY MODULE (PREVIEW) site by clicking on this link to self-register into the Preview site.

[https://ceam.uws.edu.au/cgi-bin/auth/auto-register.pl?AIM\\_2024](https://ceam.uws.edu.au/cgi-bin/auth/auto-register.pl?AIM_2024)

Please make sure you are logged into vUWS before clicking the link. If you are unable to access, please try using another browser to self-enrol.

If the self-enrol does not work, please contact [academicintegrity@westernsydney.edu.au](mailto:academicintegrity@westernsydney.edu.au) with your Staff-ID.



## Remedial Academic Integrity Module

If you have been directed to work through the remedial Academic Integrity Module, you will receive an email from your school's Governance and Compliance Officer.

This email will include a link to self-register into the **Remedial Academic Integrity Module** site.

Follow the instructions on the page to complete the Module and Quiz.

This should take you approximately an hour to complete.

Once completed, you will be granted a certificate to use as proof of completion.

There are instructions on the vUWS site on how to screenshot the certificate to email as proof of completion.



## Academic Integrity FAQs

If you have a question about academic integrity, check the FAQs below and see if it's answered there. If not, you can contact the [Library](#) or drop into a campus library and ask a Librarian.

**Q: A student in the year ahead of me offered to sell me an assignment answer. Would it be OK to change it a bit and then submit it as my answer this year?**

A: There is no situation in which it would be acceptable to buy or be given an assignment answer from a fellow student. University assessments are designed to develop and assess your skills, so you need to do the work in order to learn and show what you have learnt.

**Q: I'm stressing about deadlines and I'm considering buying an essay online and submitting that as my assignment – the essay website says it's not plagiarism if I do that. Is that right?**

A: The essay website just wants to take your money. They don't care if you fail the assignment or have a student misconduct finding added to your record. Buying an assignment answer and submitting parts of it or all of it as your own work is serious academic misconduct.

Save your money and invest the time and effort in yourself instead. Do the research and writing work yourself to demonstrate your learning. It's better to get a low mark but learn something from doing the assignment, than to get a higher mark and not have learnt anything.

**Q: My friend is studying the same course as me, but she's really struggling this semester. She asked me to sit with her while she does this week's quiz, in case she picks the wrong answers. I know she's a good student most of the time, so that's OK isn't it?**

A: If a friend or fellow student is struggling with workload or personal issues, or is having trouble understanding an assignment, you could encourage them to seek help. Various student support services are available [across the University](#).

If you help another student with an assignment, quiz or exam that is meant to be an individual assignment, it's considered to be collusion (a form of academic misconduct).

**Q: I used a synonym checker to replace some words in a paragraph and then put it in my essay. I referenced it properly, but I still got negative feedback and the tutor said it was a form of plagiarism. I don't understand why because I changed the words and referenced it?**

A: It is a form of plagiarism to just change some words in a piece of source text but keep the structure of it

the same, even if you reference it. Expressing other people's ideas in your own words (paraphrasing) is a key academic skill. Paraphrasing is NOT just changing the words around or substituting some words for synonyms. You need to keep the author's meaning, but express it in your own way. Choose appropriate vocabulary and change the sentence structure so that it's clear you've understood and are not just copying the author's expression.

Sometimes it might be tempting to use an online translation tool to produce a new version of a sentence or paragraph, but the result will usually not make sense.

**Q: I forgot to add an in-text citation to a direct quote. I already submitted my assignment via Turnitin. What do I do?**

A: An in-text citation is needed every time you use a direct quote or a paraphrase from another source – book, article, report, website, and so on.

If you noticed that you omitted an in-text citation before the assignment due date, you should add the citation and re-submit the assignment via Turnitin.

If you noticed the omission after the assignment due date, you could try to contact your tutor directly and explain the situation. In the future, you must always keep accurate notes and transcribe direct quotes together with information about a source you are taking them from.

**Q: Why do I need to put references into my paper in a particular style? It seems like there is so much drama about getting the full stops in the right place!**

A: Many different referencing styles are used across academic disciplines, but the purpose is always to give the reader all the information they need to find and check for themselves the sources you have used in your work.

In some referencing styles, the particular punctuation, formatting, or different pieces of information help the reader work out what type of resource is being referred to as well as how to find it.

A referencing style is an agreed way for a particular community to communicate information about what they base their ideas on. Using a referencing style consistently is more efficient for both you and the reader because you can both get used to the same conventions. At first it seems difficult to get right, but once you get used to it, the system will start to make more sense and you will feel more confident with referencing.

You'll get better at referencing over time if you use the helpful referencing resources on the [Library](#) and [Study Smart](#) websites.

**Q: What do I need to know about generative AI? Am I allowed to use it in my classes?**

A: Always check your Subject Outline for advice on Generative AI use and speak to your Subject Coordinator if unsure about what to do. Read our [Generative AI Guide](#) for advice.



## Student Honour Code

In 2018, WSU Student Representatives got together to develop a Student Honour Code to provide a guide and a set of values for academic integrity.

The Student Honour Code is a strategy by Western to help educate students about Academic Integrity, and to encourage them to actively uphold the values of integrity, honesty responsibility, respect, courage, appreciation of knowledge and learning and active and independent learning. Western is one of the first Australian Universities to have a Student Honour Code planned for implementation across the University.

Download the [Student Honour Code \(PDF, 65.07 KB\)](#).

The Student Honour Code is built on the following set of values:



The values are important because they express a **set of fundamental beliefs intended to guide you throughout your life.**

And don't forget, by being a Western student, **you have agreed to abide by the Code.** Much of how you've been encouraged to consider academic integrity relies on your adherence to the values that underpin the Code. There are consequences when these values are breached - or you engage in academic misconduct.















## Student Misconduct Rule

What happens if you break the Student Misconduct Rule?

Depending on the particular rule you have broken, a range of sanctions can be issued under the Student Misconduct Rule.

Look at the following diagram that illustrates the different examples of breaking the Student Misconduct Rule and the types of sanctions that have been issued in the past. Depending on the severity of the case, sanctions can range from providing a written apology, to failing a subject, or to permanent expulsion from university.

### Sanctions under the Student Misconduct Rule

Misconduct Behaviour	Sanctions issued for cases
 Academic cheating, contract cheating	 <ul style="list-style-type: none"><li>Award revoked after graduation</li><li>Permanent Exclusion or Suspension for 6 -12 months</li><li>Temporary exclusion from subject for 2 sessions</li><li>Fail for the subject</li><li>Provide a written statement not to repeat behaviour</li></ul>
 File sharing e.g. assignments	 <ul style="list-style-type: none"><li>Temporary exclusion from program for 1 or more sessions</li><li>Fail for the subject</li><li>Provide a written statement not to repeat behaviour</li></ul>
 Submission of work that is not your own, including inappropriate citation	 <ul style="list-style-type: none"><li>Fail in the subject</li><li>Re-complete Academic Integrity Module and Quiz</li><li>Provide written apology</li><li>Provide a written statement not to repeat behaviour</li></ul>
 Unauthorised material in an exam	 <ul style="list-style-type: none"><li>Fail for the examination</li><li>Reduction of mark in Assessment to zero</li><li>Reprimand and re-complete Academic Integrity Module and Quiz</li></ul>
 Submission of a fraudulent document	 <ul style="list-style-type: none"><li>Expulsion or Suspension for 12 months or more</li><li>Temporary Exclusion for one or more sessions</li><li>Fail for the subject &amp; a reprimand</li></ul>
 Copying another student's answers	 <ul style="list-style-type: none"><li>Fail subject and/or reduction of mark to zero</li><li>Re-complete the Academic Integrity Module and Quiz</li><li>Provide a written apology</li><li>Provide a written statement not to repeat behaviour</li></ul>

Adapted from:

[https://www.westernsydney.edu.au/currentstudents/current\\_students/student\\_misconduct\\_rule/faqs\\_for\\_students](https://www.westernsydney.edu.au/currentstudents/current_students/student_misconduct_rule/faqs_for_students)



## Academic Integrity Checklist



### Take responsibility for your learning

- |   |  |
|---|--|
| <input type="checkbox"/> I understand my work and could explain my thoughts about it if required.   | <input type="checkbox"/> I am confident that I understand the requirements for this assignment.  |
| <input type="checkbox"/> I have produced the work myself. I have not asked for, or paid for, or been given work done by somebody else – student or otherwise. | <input type="checkbox"/> I have not shared my ideas with others about how to complete the assessment.  |
| <input type="checkbox"/> I have kept accurate records of material that I have read and/or referred to during the assignment research process.                 | <input type="checkbox"/> I have not shared my work in full or in part with anyone else.  |
| <input type="checkbox"/> I have kept my working material such as research notes, lab-sheets, and early drafts in case these are needed in future.             | <input type="checkbox"/> I have not resubmitted a piece of work created for another assessment without first consulting the unit coordinator for their approval.   |
| <input type="checkbox"/> I have accurately described any data or evidence I have collected.   | <input type="checkbox"/> I have accessed only approved university services for assistance with understanding assessment requirements, e.g. PASS, Study Smart, etc. |

### Reference right

- |   |  |
|---|--|
| <input type="checkbox"/> I know which referencing style is required for this assessment and have used it.   | <input type="checkbox"/> I have used only the Western Sydney University Library's referencing and citation resources as a guide for referencing.                                   |
| <input type="checkbox"/> I have included citations (in-text and in the reference list) for all ideas used from other sources whether these are direct quotes, paraphrased, or summarised. | <input type="checkbox"/> I have accessed all of the materials that appear in my reference list and have represented their content accurately.                                      |
| <input type="checkbox"/> I have paraphrased all materials correctly.  | <input type="checkbox"/> Where a secondary source had to be used, I have correctly cited this according to Western Sydney University Library's referencing and citation resources. |
| <input type="checkbox"/> I have used minimal direct quotes and have presented any direct quotes used as per the referencing style.  |  |

**Need help referencing?** Speak to our friendly Library staff at one of our campus libraries. Or contact the Online Librarian by [chat](#), [email](#), phone (02) 9852 5353





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