**Appendix L**

**For insertion into Programme Handbooks and Module Guides:**

**A Guide to Academic Conduct**

Your learning during your time at St Mary’s University is a journey of discovery as you progress through your programme. Whilst being supported and guided by the tutorial/supervisory team, you will also undertake your own research, preparation and planning as you construct your assessment tasks. This is a vital element of your learning, and it is important to remember that the assessments are an integral part of that learning – not simply a way of testing *what* you have learned.

That learning process only has meaning and value if you present your own thoughts, *your* analysis – *your* work.

That is the standard of academic conduct that we expect, and hope, our students attain – however, we do have procedures in place to address any apparent instances of academic *mis*conduct.

Academic Misconduct is taken very seriously by the University, and students should be aware that the consequences of such misconduct can be serious.

Examples of behaviours considered to constitute academic misconduct are as follows:

* copying work from reference sources or other students (**plagiarism**);
* using elements of your own work more than once and without referencing the original **(auto-plagiarism)**;
* working too closely together with other students to produce very similar submissions (**collusion**);
* allowing another student(s) to copy their work (**unfair advantage**)
* fabricating results or other outcomes that form part of the work (**falsification of data**);
* bringing unauthorised materials/electronic devices into an examination room, and/or behaving in other ways that could bring an unfair advantage (**examination cheating**).

**Academic Misconduct – Guidelines for Students**

The above represent the most common forms of academic misconduct, however, students should refer to the “Academic Misconduct – Guidelines for Students” on SIMMSpace in order to familiarise themselves with the more detailed information about the types of academic misconduct.

These Guidelines also explain the process that will be followed when a student is suspected of academic misconduct; and the types and levels of sanctions that will be applied when cases are proven.

**Non-Academic Misconduct**

Students should please note that Academic Misconduct and other forms of Student Misconduct are addressed via different processes.

Allegations of Misconduct which are not categorised as academic will be investigated and progressed by the Head of School or Service (or nominee) according to Section 4 of the Student Disciplinary Procedures.