

Academic honesty

– managing knowledge created by others and displaying own knowledge with accepted methods



THE SAHLGRENKA ACADEMY



UNIVERSITY OF
GOTHENBURG



What is academic honesty?

Academic honesty is about not cheating or plagiarizing, regardless of whether it is a case of accounting for sources in a study assignment or an experimental project, or using non-approved aids during an examination.

When you account for a project you have undertaken and do so in writing, it is necessary to scientific communication, which means that you should adhere to the same rules as for any other scientific work. Academic honesty means that you are clear about which thoughts are your own and which thoughts emanate from someone else. Thereby, you must acknowledge the person/s whose research and presentation is the foundation for your own account.

If you present other authors' texts, tables and figures in such a way that a reader would conclude that they were your own, it is plagiarizing, which means that you are deceiving the reader. This is something you must avoid and for this reason you should always acknowledge the sources you are using by quoting and supplying references in a correct manner.

During an examination, you are informed of what aids you are allowed to use. Examples of cheating at an examination are: making forbidden notes in an aid which in itself is allowed, hiding forbidden notes and using them at the examination, or engaging in forbidden cooperation. Cheating also constitutes deceiving.

How do I handle sources?

When citing sources in your text, there are several alternative reference systems that can be used. Which one you should use depends on the scientific area or the department you belong to. Irrespective of which system has been recommended to you, it is important that you use it in a consistent and correct manner.

There are several ways to manage others' material or texts. You can use *quotes* or *references*. When your text is identical to that of another person, it is called *quoting*. A quote is marked by quotation marks if it is a brief quote and with an indentation if it is a longer quote. The source and a page reference shall be stated in conjunction with every quote. A *reference* may be an act of reviewing, summarizing or in your own words describing somebody else's text, criticising, analysing, critically evaluating or maybe informing about it. In these cases, you should also give the source in direct conjunction with the reference, but a page reference is not necessary.

You must establish a reference list with complete source references for all texts where quotes and citations are used. You will find more information on the Student Portal: <https://studentportal.gu.se/english/help-and-guidance/search-read-write/reference-management-and-plagiarism/>.



Where can I find support and help?



It is the teacher's task, to help you develop a command in dealing with sources. If you are uncertain of what is allowed and what is not, you should first of all contact your teacher or your supervisor.

You can receive tutoring in language usage individually and/or in a group, for example if you have been assigned a take-home examination, a course report or a degree project. One seminar, being part of a series, particularly focuses on how to write academic texts. It is held twice each semester. Please read more under *English Language and grammar* on the Student Portal <https://studentportal.gu.se/english/help-and-guidance/search-read-write>

You can also receive guidance at the University Library. There are several personnel units there, eager to help you use various references and reference management programs.

You may also get guidance by the University Library's staff, who are happy to help you use different reference systems and evaluate different types of sources. On the University Library's website, under the heading *Search support*, you will find more information: <https://www.ub.gu.se/en/services-and-support>.

What happens if I cheat or plagiarize?

In the case of a suspected disciplinary offence, the department concerned will prepare a report for the Vice-Chancellor. Matters submitted to the Vice-Chancellor are then processed by the university's Legal Officers. When an investigation into the matter has been completed, it is dealt with by the University's Disciplinary Board. The Board then decides about possible penalties.

On the disciplinary board, where you have the right to be present, there is a member learned in the law, a teachers' representative, two student representatives and the chairman, which is the Vice-Chancellor.

During the processing of the case you have the right to access all the documentation and have the possibility of making statements, both orally and in writing.

The decision of the disciplinary board can either be that no further action is taken, that you receive a warning or that you are suspended from further studies, though at the most for six months.



In the Higher Education Act (SFS 1992:1434), it is stipulated that you during your higher education at first-cycle level should hone your ability to make independent and critical judgements, independently discern, formulate and solve problems. Furthermore, you should seek and value knowledge at a scientific level within the area of your education. At the advanced level, your skills in these areas should be further enhanced.

This means that you must be able to seek and manage relevant information in an honest manner and that you can present analyses and ideas clearly. Also, you must be able to take written examinations and other examinations with the aid of allowed methods only.

On the Student Portal, under the heading *Study Environment and Rules*, <https://studentportal.gu.se/english/study-environment-and-rules>, you will find links to:

- Rules and regulations for studies
- Rules for written examinations
- Disciplinary matters



