



Academic Integrity Starter Guide





Foreword

Dear Students

Welcome to this Academic Integrity Starter Guide which I know will be very helpful to your academic journey here at National College of Ireland.

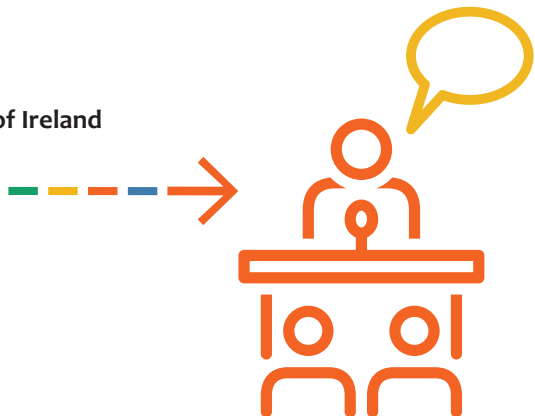
You won't be surprised to hear that we welcome our shared responsibility for your academic and personal success, and that we do this with a focus on fairness, trust, respect, responsibility, honesty and courage. Put simply, these are the key characteristics of academic integrity!

This Guide will help you to understand Academic Integrity better and will support you in your academic journey and beyond. Ensuring that your achievements are based on your own efforts, that you recognise appropriately the work of others and also your collaborations with peers, is a skill that will benefit you not just in achieving academic success, but also as you move beyond academia and develop your career.

And do remember that in addition to this guide, that the Academic, Student Support and Library Teams are here to help you.

I wish you every success,

Professor Gina Quin
President, National College of Ireland



About this guide:

This resource was written by Tamara Malone and Mary Buckley at NCI Library, with proofreading and suggestions provided by Keith Brittle and Tim Lawless.

It was designed with the aid of the ETBI “**A Learner’s Guide to Academic Integrity**” document. Many thanks to ETBI for generously permitting our use of this resource.

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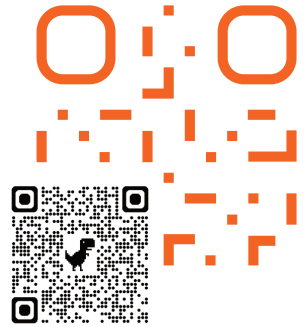


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Why this guide:



This guide is designed to be used by NCI learners and associated users. It will help you to:

- Understand the importance of being a responsible learner through your studies, work experience and any other learning as part of your NCI course or training.
- Get ready for future learning in various types of situations
- Develop skills that will help you in your future career.

About this Guide

About this guide:

This guide includes 6 important areas that better explain academic integrity. You might think of these areas as the 6 important building blocks that make up academic integrity:



- Fairness
- Honesty
- Responsibility
- Trust
- Respect
- Courage

How to use this guide:

The best way to use this guide is by reading the contents page and choosing the sections that are important to you at this time. You can return to other sections as you continue through your course, as these sections may become important later.

The “Glossary” starting on page 28 will tell you the meaning of some words you may not know very well. This is a useful thing to check, even if you think you know the meaning of a word, as NCI might use that word differently to the way you have seen it used in the past.

This guide can be used alongside the *NCI Library Referencing Guide*, and the online *Academic Writing Skills Guide*. The Referencing Guide provides specific information on citing and referencing sources for your coursework, while the *Writing Skills Guide* offers advice on planning and writing your assignments. You may use the Harvard, APA or IEEE referencing styles as recommended by your School or Department – guides can be found on the library website and Moodle.

In this guide, ‘you’ means the learner and ‘lecturer’ means your lecturer, teacher, tutor, instructor, or anyone who teaches you, gives you assignments, or grades your coursework.



What is academic integrity?

Academic integrity means being honest and responsible in the work you do. It doesn't matter whether you are an undergraduate or postgraduate student (see Glossary for the terms "undergraduate" and "postgraduate"), or what kind of course you are taking, academic integrity is a very important step to help build the skills you need for study and professional life. The 6 words below help you to make sense of what academic integrity is about:

Fairness: This means being fair to your classmates, lecturers and everyone you work with during your NCI studies. It means that any work you do is treated fairly and grades are given based on the work and effort you put in. Fairness also means that you do your share of the course work when working with other people (group work) and follow the assessment (see Glossary for 'assessment') and exam guidelines given to you.

Academic Integrity



Responsibility: This means doing the work you are supposed to do and doing what is expected of you as a student. It's also important to get advice from your lecturer, learning support services or the Library Academic Support Centre (see Glossary for "learning support services" and "Library Academic Support Centre") when you are not sure about what's expected of you. The work might be tricky or difficult and it's ok to get help, but you must use that help to do your own work.

Honesty: Honesty in academic integrity means that any assignments, projects, course work or exams you take part in are your own work. Your work should show that anything you do as a learner is done through your own efforts and in an honest, truthful way.

Trust: Trust means that you can rely on a piece of scholarly work, research, assignment or exam script, as being completed in an honest and fair way. Trust allows students and researchers to collaborate and share ideas. This also means that outside of NCI, your degree or qualification can be considered worthy of trust in the workplace and wider community.

Respect: When you study, complete assignments or group projects, attend lectures or otherwise take part in student life, you show respect to your lecturers and other students by doing your share of the work and behaving in an honest way. If you are not truthful in the way that you complete your assessments, this is unfair to your fellow students as the results of these assessments won't be an honest reflection of the effort put in.

Courage: When you are courageous in the context of academic integrity, you are showing that your values and beliefs are more important than any fears you might have, whether of a bad grade, or the disapproval of your classmates. You might show courage by telling the truth, even when it makes yourself or others look bad, because doing so would be the right thing to do. Showing courage in difficult situations means you have a good character, which will benefit you in the long-term as it means that you are somebody who can be trusted.

What are the main things to remember about academic integrity?

- Academic integrity is not just about studying or course work. Integrity is something we need in our working lives too. For example, when in college, you make sure an assignment or any kind of assessment is your own work, while in work-based training, you may be asked to do tasks in a professional capacity. Doing this with honesty and integrity and knowing where to get the right information shows your academic skills and knowledge. It shows that you are professional in the work you do.
- Academic integrity is about more than just plagiarism. Plagiarism is a part of academic integrity. Plagiarism is further explained starting on page 19.

A note from NCI's Student Union President:

"As Students' Union President, I see academic integrity as the foundation of our academic journey. It's about more than just following rules—it's about creating a culture of trust and respect within our college community. When students uphold integrity, they're not just benefiting themselves but also protecting the credibility of our qualifications and the reputation of National College of Ireland. It's something we can carry with us into our professional lives, where honesty and ethics are essential. By practicing integrity now, we're setting the standard for the future leaders we hope to become."

Tre Robert, Students' Union President

Why should you care about academic integrity?

Academic integrity helps you to understand:


- Your role and responsibility as a learner
- The support NCI can give you
And
- How academic integrity skills can help prepare you for your future career

Your role and responsibility: Being a learner means that you have responsibilities toward completing your work. The goal is to pass your module exams, assignments or projects and finally pass the course. This is a big responsibility. You, as a learner, are responsible for following academic integrity rules and guidelines (see ‘Glossary’ for ‘academic integrity guidelines’). You also have a responsibility to your classmates. It would not be fair for work that is completed in an honest way to be treated in the same way as work that is done dishonestly.

Support with academic integrity: NCI can help you to use the right tools so that you can be sure that you are following good academic practices. You will find examples of this as you make your way through this guide.

Be future ready: Integrity is very important to your professional future. This means that academic integrity is not just about exams, assignments, essays and making sure the work you do is your own. Professionalism is a crucial aspect of academic integrity. Similarly, if it is discovered that you or your classmates acted without academic integrity during your course, the value of your degree or qualification will diminish in the eyes of potential employers.

Learners may be assessed in different ways throughout their course. Lecturers encourage learners to take responsibility for their own learning. Given the significant amount of self-directed learning involved, academic integrity is immensely beneficial. It plays a crucial role in your college work and assessment activities.



The banner features the Epigeum logo on the left, the title "Academic Integrity" in the center, and a "Studying" icon with a graduation cap on the right. Below the title, a teal box contains the text: "Contribute to a culture of **academic integrity** within educational and professional settings". To the right of this box is an illustration of a person wearing a VR headset, sitting at a desk with a laptop, pointing upwards. The background of the illustration shows a chalkboard with the word "PROTON" and some diagrams.

Epigeum

Here in NCI, all students are invited to complete Academic Integrity training with Epigeum, an online course provider. This is a self-directed learning programme which is divided into 4 modules, each of which should take around 30 minutes to complete. You will receive a certificate after successfully completing this programme, and it is free for all NCI students. Information about Epigeum, including how to access it, can be found in the Academic Integrity Hub on Moodle, and in our guide at the following link or QR code below:

<https://libguides.ncirl.ie/academicintegrity/epigeumforstudents>



Academic Integrity for postgraduate learners:

If you are starting a postgraduate/Master's course and you are new to NCI, you may find that in other places you have studied, academic integrity was considered in a different way. There might have been different rules about referencing sources or using online tools like artificial intelligence. In NCI, we use the most up-to-date academic integrity standards and this is what allows our courses to be accredited (see Glossary for “accreditation”) and trusted in the workplace. If you are new to these academic integrity rules, they can take some getting used to! We are here to help if you are uncertain about anything.

Takeaway

Knowing about academic integrity can...

- Make it more manageable for you to take on further studies and take responsibility for your learning, as your academic integrity skills and knowledge will be greater
- Improve the standard of your academic work which may lead to better grades
- Save you a large amount of time and stress
- Give you a skill that is always needed in your learning and training and can be valued by your employers
- Make it easier for you in your future learning because you will know what is expected of you
- Tell your lecturers and any future employers that you are a trustworthy person.

Academic Integrity and conduct

Conduct is an important part of academic integrity. Your conduct is the way you behave, your words and actions. See the definitions of ‘conduct’ and ‘misconduct’ in the Glossary.

To understand **fairness, honesty, responsibility, trust, respect**, and **courage** in academic integrity, it’s important to understand what misconduct is and when it happens. NCI has assessment misconduct/malpractice procedures in place. These procedures include ‘rules’ which explain the consequences of misconduct.

What is misconduct?

- Misconduct in academic integrity means inappropriate actions that break any rules in different kinds of assessment (e.g., exams, essays or course work) or any work you do as part of a course or your training. Think of misconduct as a “breach” or “offence” that can have bad consequences for you.

Why is it important to avoid misconduct?

- Think about the job of a doctor or social worker. You would expect these professionals to have gained their qualifications and skills in an honest, responsible and fair way. How would you feel if you found out the doctor you got to help you had cheated in their coursework/exams/training - would you use them again?

What are examples of misconduct?

Plagiarism: Copying/using work and passing it off as your own
Exam or assignment cheating
Essay mills (see Glossary)

Contract cheating: Paying someone to do your course work (see Glossary)

Collusion: Doing and handing in work with another learner when you are supposed to do it alone
Letting someone write your work or attend assessment instead of you (impersonate you)

Self-plagiarism: Using work in more than one course or module without the College or lecturer's permission
Falsifying any documents, assessments, records or information (see Glossary)

Using artificial intelligence tools such as ChatGPT to generate text for your assignments or in any other way not sanctioned by your lecturer.

Academic misconduct in the media

In 2012, it was found that 125 students at Harvard University cheated in their “Introduction to Congress” exam. These students made up about 2% of all undergraduate students, and the story made news headlines all over the world. All students found guilty of having cheated in the exam were forced to leave the university for a year and received a permanent notation on their transcript (See Glossary for “transcript”). This notation was described as “almost the kiss of death in the academic realm” (Cook and Robbins, 2012).

More recently but in the same university, Harvard president Claudine Gay resigned from her post after being accused of having committed plagiarism in over eight academic works including her dissertation (See Glossary for “dissertation”). Claudine stood behind her work and requested an outside review of it. Some minor examples of inadequate citation and referencing were found, though there was disagreement on the extent of this.

These are some extreme examples, and ones that have gotten attention in the media. Academic misconduct can be treated seriously, but there is no need to be worried if you are honest about your work – if you are unsure, we are here to help!

Academic integrity: NCI student perspectives

"Academic integrity is important because it ensures that the work we produce truly reflects our own understanding and effort. As a student, it's easy to feel pressured to cut corners, but being honest in our academic journey means we can be proud of our achievements. When we practice integrity, we also help maintain the value of the qualifications we earn. In the long run, being trustworthy and ethical is just as important as any skill we learn in the classroom."

Sarah, 2nd Year Business Student

"Maintaining academic integrity is about more than avoiding plagiarism—it's about building trust in the academic community. When we follow ethical guidelines, we're not just protecting our own reputation but also respecting the work of others. I see it as a way to show respect for the efforts of my peers and professors. Plus, the discipline we develop by working honestly and independently carries over into our professional lives, where integrity is equally crucial."

Liam, 3rd Year Computing Student

Academic integrity: NCI staff perspectives

“Academic integrity means acting honestly and ethically. To act with academic integrity means to conduct your work in such a way as to uphold the values of honesty, trust, responsibility, and fairness.”

What does this actually mean in practice?

- It means learning about NCI's academic integrity guidelines and following these in your assignments and exams.
- Telling the truth.
- Giving appropriate credit and acknowledging the work of others.
- Using resources such as AI appropriately.

Why is this important?

- It is important ethically to tell the truth and acknowledge the work of others.
- Academic integrity can build a foundation for critical and creative thinking by encouraging you to think for yourself and develop original solutions to problems, important skills you will be able to bring forward into your future career.”



David Mothersill, Assistant Professor in Psychology






“Academic integrity is a cornerstone of higher education, promoting a culture of honesty, fairness, and responsibility. As a student, lecturer, or researcher, it is essential to approach all academic tasks with integrity, ensuring that your work reflects your genuine efforts and acknowledges the contributions of others appropriately. Breaches, such as plagiarism or cheating, not only undermine your learning but also the reputation of our institution. Upholding academic integrity fosters trust within the academic community and ensures that qualifications awarded are a true reflection of individual knowledge and achievement. It is a shared responsibility of all—students, staff, and faculty—to maintain these standards and support a fair academic environment.”






Horacio González-Vélez, Professor in Computing




Examples of academic integrity do’s and don’ts (including plagiarism)

See below for learner actions that are acceptable  or unacceptable 

Example	Academic integrity issue to avoid	 	Comments
<p>You find this sentence in a book: <i>“people are increasingly aware of their eating habits today, yet many find the information available on dieting on the internet overwhelming”</i>. In your essay about ‘Nutrition and Dieting’, you write: “A lot of people are aware of the food they eat, but people find there is too much information about diets online”.</p>	Plagiarism		<p>By changing a few words, you forgot to give the source of the information and the name of the author(s) (see glossary), website or publication where the sentence was taken from.</p>

Example	Academic integrity issue to avoid	 	Comments
<p>Example: In a report on ‘Solar Panels and Green Energy’, you use an image found on a website. In your essay you paste the image accompanied by a reference to the author and year of the source where you found the image as well as including a full reference to the source at the end of your assignment.</p>	<p>Plagiarism</p>		<p>You have avoided accidental plagiarism by showing you understand your responsibility to give the source (website) where you got the image. See Glossary for ‘accidental plagiarism’</p>
<p>Example: Patchwork: you use pieces of information from different books, articles or websites and re-write them to include them in an assignment without crediting where the information came from.</p>	<p>Exam or assignment cheating + Plagiarism.</p>		<p>Even if you re-word or paraphrase the information, this is still considered to be cheating and plagiarism if you do not credit your sources.</p>
<p>Example: You have to hand in an essay that you find difficult. You ask the Library Academic Support Centre to help you with writing skills like paragraphing and organising ideas. You use their advice and guidance to draft your essay.</p>	<p>Helping or receiving help from others to complete assessment or pass exams.</p>		<p>If the work is your own and you used advice without copying or using someone else’s work, this shows you are a responsible learner and you didn’t break any academic integrity rules.</p>

Example	Academic integrity issue to avoid	 	Comments
<p>Example: You are preparing a presentation which will be assessed by your lecturer. A friend offers to write the presentation for you. All you have to do is understand what is included in the presentation and present it in front of a class.</p>	<p>Collusion: letting someone else write your course work or attend assessments instead of you.</p>		<p>This is another example of misconduct. Your friend may read what you have prepared instead, and give you some advice on your work.</p>
<p>Example: You are taking a multiple-choice exam online. You are not feeling well and a friend who previously did the same course offers to take it instead of you.</p>	<p>Falsifying any documents, assessments, records or information + impersonating or being impersonated by another learner (see Glossary).</p>		<p>Falsifying any kind of information or completing any assessment on behalf of someone else is always a serious violation of academic integrity rules.</p>
<p>Example: Last year you received an excellent grade on an essay you wrote. You are now taking another course, so you get permission from your lecturer to rephrase some of the information from your essay in another course work.</p>	<p>Self-plagiarism: handing in the same course work for more than one course or module.</p>		<p>You need to check with your lecturer if you can use any information from a previous assignment. In this case, you did the right thing by asking permission.</p>

Example	Academic integrity issue to avoid	 	Comments
<p>Example: You are working on a PowerPoint presentation with two other learners. You divide the presentation up into three jobs and you each complete your section before putting your names on the presentation and sending it to your lecturer.</p>	Collusion		<p>You and your three classmates avoided collusion by sharing the work fairly and equally.</p>

This guide explains only one form of academic misconduct in detail: plagiarism. You can learn more about the other forms of misconduct starting on page 22 of this guide, where we show you some examples of misconduct.

What is plagiarism?

Plagiarism is taking or copying someone else’s work and passing it off as your own. It’s a serious type of misconduct (see Glossary). It’s to do with works or information you may find in other sources.

When you use the information that you find in other places, but you don’t say where it came from, then this is plagiarism. Even if you just forgot to include the reference, it’s still plagiarism!

Sometimes people commit plagiarism accidentally, because they don’t know enough about it, or don’t mean to commit it.

Examples of plagiarism in assessment

- Assessment completed by someone else: Handing in work you got from someone else (with or without their knowledge).
- Using information without saying where you got the material or who wrote it: This is about referencing and saying where you got the information from.
- Copying from someone or other sources: Copying from the internet, books, papers or any other published works. Also downloading, copying or buying work from sources or people and using it as your own.
- Using ideas you heard or got from someone else without giving them credit: This includes summarising information, paraphrasing of quotes (see Glossary) or re-wording/re-arranging sentences or sections without saying where you got them from.
- Using artificial intelligence tools such as ChatGPT to generate text.
- Using materials and content other than texts, books etc without credit: Using images, videos, audio materials, graphics (including charts and figures), statistics and any other materials which you have not created, written or made and without saying where or who you got them from.
- Sharing assessment materials with another learner: Sharing your own work with another learner or having them share their own work with you as part of your assessment is a form of academic cheating/misconduct, unless the assessment involves group work.
- Having artificial intelligence tools rearrange or change your own wording or written work without saying that you used them in this way.
- Quotes and quotation marks: Using words verbatim (a sentence or exact quote) and referencing it but not including it in quotation marks (“...”).

Takeaway

What is important to remember from this?

- Avoid plagiarism at all costs and ask your lecturer or support staff such as the Library Academic Support Centre when you are not sure.
- Do your course work, exams and assessments honestly.
- Only take or use help to guide you through your learning and training - it's okay to ask someone for help if you're having some problems - but you can't get others to do the work for you!
- Never help or take part in anything that results in faking or altering documents, records, information or facts.



Examples of academic integrity in action:

Example 1: An apprentice on the Higher Certificate in International Financial Services course wants to learn about how academic integrity applies to their work-based learning. Everything they have learned about academic integrity so far relates to plagiarism and correct referencing, and they are worried that they will accidentally commit academic misconduct in their apprenticeship work without realising it.

The apprentice asks their Workplace Mentor (see Glossary) about how they can use academic integrity in their work, and they are told that integrity in the workplace means being honest about the work you've done and haven't done. This could include not falsifying attendance records (see Glossary for "Attendance record"), either on their own behalf or that of classmates, recording accurately the work done in their electronic portfolio (see Glossary for "Electronic portfolio") as they go along, and using academic integrity in any assignments related to their apprenticeship.

Reflecting Questions:

1. Do you work in addition to your studies? How is integrity important in your job?
2. If, in the workplace, your colleagues do not behave with integrity, how does this affect you?



Takeaway:

For work-based learning such as apprenticeships and work placements (see Glossary), here are some examples:

- Responsibility towards others (example: customers, communities or people you work with).
- Following a Code of Conduct (see Glossary); rules, laws and procedures, for example: data protection, confidentiality, etc.
- Handing in or doing work that involves the correct information, without falsifying or using someone else's work as your own.
- Following health and safety laws or workplace safety.

Example 2: A postgraduate student in the MSc Data Analytics programme has been given their first assignment. In their assignment brief (see Glossary for “Assignment brief”), the learner is told that they are expected to reference all sources used in the preparation of their assignment using the IEEE referencing style (see Glossary for “Referencing style”). As this learner has studied for an undergraduate degree already, they feel confident that they understand what is expected of them.

The postgraduate student researches the topic of their assignment online, using Google and library resources to find what they need. They open a Word document and paste the information they have found from a number of different sources, taking the time to make all of the information fit together in a way that makes sense, and changing the fonts and colours so that it all matches. The learner references everything they have used in IEEE style as instructed, and submits their assignment.

Reflecting Questions:

1. How did this learner commit academic misconduct?
2. What would you do differently?



In this case, the learner has committed academic misconduct by pasting text directly from the sources they were using without paraphrasing (see Glossary for “Paraphrasing”), which would show they understood the information. If copying text directly from a source, the learner should have used quotation marks (“...”). This example also shows patchworking (see Glossary for “Patchwork”).

Takeaway:

NCI might have different expectations around academic integrity than other places where you have studied before. You should make sure you are familiar with what academic integrity means in NCI so you do not make mistakes. If you have questions about academic integrity you can ask your lecturer or the Library Academic Support Centre for help or advice.

Example 3: A learner has finished secondary school and is beginning an undergraduate degree in Psychology. They are completely new to college life, and are excited to learn about a subject they are interested in.

In their first assignment, the learner is told that they are not allowed to use artificial intelligence (see Glossary for “Artificial intelligence”), but they are told by their classmates that tools such as ChatGPT cannot be detected in assignments. Experimenting with this, they type the title of their assignment into ChatGPT and are delighted by what they find. ChatGPT provides the learner with numerous ideas to help draft their essay and articulates the main points clearly and professionally.

The learner feels that they have learned a lot about the topic of their assignment this way, and that they have done nothing wrong, and so uses a lot of the text from ChatGPT in their assignment. However, because they have been told that they are not allowed to use AI, they do not admit to having done this in their Project Cover Sheet and AI Acknowledgement Supplement, as they do not want to get into trouble.

About a week after submitting their assignment, the learner is contacted by their lecturer, who says that Turnitin (see Glossary for “Turnitin”) has flagged that a lot of the text in their assignment comes from AI. The lecturer asks the learner whether they have used it.

Reflecting Questions:

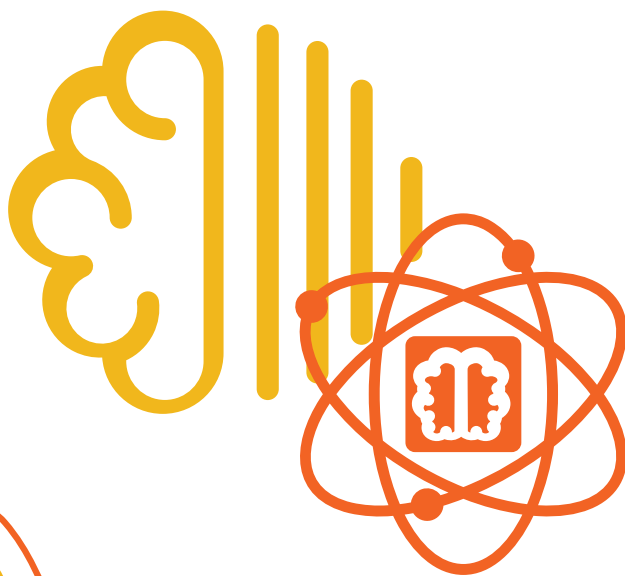
1. Have you been told by a lecturer that you can use AI in your course work? What are the positives and negatives of tools such as ChatGPT?
2. What else might a learner who is not confident in their writing and researching skills do, other than using AI?



Takeaway:

Your lecturers will have their own preferences around how much AI can be used in your coursework. Some will allow AI to be used to generate ideas, or to structure your assignment, and some will not allow it to be used at all. Regardless of this, you must record any AI use in the Project Cover Sheet and AI Acknowledgement Supplement. Things like Turnitin can detect when AI is used, and unacknowledged AI use is a serious breach of academic conduct.

If you are tempted to use AI in your course work, it might be worth reflecting on why this is. If you do not feel confident in your own ability to find information, or to structure and write an assignment, there are supports to help you with this. Academic writing is a skill, and we were all new to it at one time! The Library Academic Support Centre is an example of a service that can support you and help you to develop these skills as well as find sources for your assignments and research.



Example 4: A part-time student on the (CIPD) Diploma in Professional Human Resource Practice is finding it difficult to balance their full-time job and family responsibilities with their studies and is quite stressed about an upcoming deadline for an essay. They post an image on Instagram showing their stacks of books and notes, with a caption mentioning how hard they have been working.

Later that evening, the learner gets a private message from an organisation offering to help them with their essay, for a fee. The student looks at the organisation's website, and it provides essays for various institutions and courses in Ireland, including NCI and featuring the NCI logo. The site promises that “there will be no legal consequences if you pay someone to do your assignments. The educational institutions are also aware of such services and accept the assignments.” The learner is torn about whether to use the service, feeling overwhelmed by their numerous responsibilities.

Reflecting Questions:

1. Have you ever been contacted by an organisation like this? Did the offer seem trustworthy or legitimate?
2. Does the claim of the organisation that “there will be no legal consequences if you pay someone to do your assignments. The educational institutions are also aware of such services and accept the assignments” seem convincing to you?
3. What would you do in this situation?



Takeaway:

The organisation described above is what's known as an “essay mill”. Essay mills charge students fees for either partly or wholly completing assignments for them. The use of essay mills is considered a serious act of academic misconduct, and students using these services will face penalties. It is also illegal to operate or promote these services. If your assignments are written by someone other than yourself, this can be detected using tools such as Turnitin.

People who operate essay mills have also been known to blackmail or threaten past users. If, later in your career, it is revealed publicly that you used an essay mill, this would damage your career and reduce the value of your degree or qualification. Essay mills know this and will demand more money in exchange for keeping your use of the service secret.

If you are suffering from stress or finding it difficult to balance your various responsibilities including work and family life with your studies, there are services who will be able to assist you. You can contact Student Services for advice or to be put in touch with these services.

Final Reflecting Questions

- What are the consequences of misconduct for yourself, your classmates, lecturers and NCI?
- Which examples in this guide do you find to be the most useful? Why?
- How can academic integrity help you in your future learning and career?



Glossary:

The following is a list of terms used throughout this guide which explains what they mean. We hope you find it useful, and while it covers a lot of the main concepts associated with academic integrity in NCI, it is by no means exhaustive, so please feel free to ask us if there is something you do not understand.

Academic integrity guidelines: A set of rules and advice on how to complete your course work and work with others with **fairness, honesty, responsibility, trust, respect, and courage**. Academic integrity guidelines allow for compliance with ethical and professional principles, standards, practices, and a consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship (NAIN, 2021).

Academic Misconduct: Includes offences such as plagiarism, collusion, falsification and cheating in any undergraduate or postgraduate assessment or assignment.

Academic Support: In NCI, Academic Support is a range of services to help you with your academic work while in NCI. These include the Learning Support Service, the Library Academic Support Centre, Mathematics Support and Computing Support. Further information on these may be found starting on page 35.

Accidental plagiarism: Copying or stealing someone else's work without meaning to/by accident

Accreditation: When courses are accredited, this means that they are trusted by the outside world to train learners to work in certain careers. If you graduate from an accredited course, it tells future employers that you can be trusted to work in this field. For some careers, having graduated from an accredited course is a strict requirement.

Appendices: These are materials that come at the end (after the bibliography or reference list) of a report, research project, or dissertation and contain any additional information such as raw data or interview transcripts

Apprenticeship: A programme in which someone learns a trade or profession by training and working under those already skilled in that trade or profession.

Apprentice: Someone in a programme to learn a trade or profession by learning under those already skilled in that trade or profession.

Artificial intelligence (AI): This is a set of technologies which allow computers to perform certain functions. One kind of artificial intelligence is generative artificial intelligence, which can generate text, videos, images or other kinds of materials. An example of generative artificial intelligence which you may have heard of is ChatGPT.

Assessment: A method by which teachers evaluate, measure and grade the academic ability, learning progress or skill levels of their students.

Assignment: A type of assessment where a task or piece of academic work is given by lecturers/tutors to learners, usually for them to complete within a set period of time.

Assignment brief: This is a document which describes an assignment which you are given. It will contain information about what is expected of you as you work to complete the assignment, and what the assignment should contain. You are likely to find this document on Moodle.

Attendance record: This is somewhere that you write down that you are present for your work, or a class or lecture. Attendance records may be important in apprenticeships or some NCI courses to verify that you are actively taking part in your course or apprenticeship.

Author: The writer or creator of a work such as a book, report, document, assignment etc.

Cite/Citation: To cite is to give credit to the work of others that you have used when producing your own written work. A citation identifies for the reader the original source of the idea(s), information or image that you may refer to. A citation may appear in the main text of your assignment or essay, while a bibliography or reference list appears at the end of the assignment and provides further details about these sources.

Collusion: When two or more learners work together on assignments or projects that were meant to be completed by one person only.

Conduct: The way a person behaves. In this guide, ‘conduct’ means the way a person follows academic integrity rules and principles.

Confidentiality: A set of rules intended to prevent sensitive information from being revealed.

Contract cheating: When a learner pays someone (an individual or organisation) to complete an assignment or course work for them.

Course work: Written or practical work that has to be completed during a course of study, separate from an exam, but counting towards the final grade.

Dissertation: In NCI, your dissertation, thesis, research project, final year project, or academic internship is a large piece of work you complete towards the end of your course.

Electronic portfolio: This is a space where you record any documentation relating to the work you complete during your course, apprenticeship or work placement. A portfolio may also be a collection of your own work.

Essay mills: A company that will write an essay or piece of course work for money.

Falsifying data or information: Deleting or changing data or information in order to change what that information tells the reader.

Group projects/group work: A project or piece of course work where you work together with other people and submit a single piece of work.

Impersonating: An individual passing themselves off as another in order to complete an exam on their behalf

Health and Safety or workplace safety: A set of rules and guidelines to prevent accidents, injuries and other forms of harm or danger in a work, public or shared environment.

Library Academic Support Centre: This is a part of the library where staff are available to help you with many aspects of your coursework, including academic writing, referencing and citations, and searching for materials to use in your work. Further information, including how to get in touch, may be found on page 35.

Misconduct: Any action that gives you an unfair advantage or merit as a result of cheating or breaking academic integrity rules.

Moodle: This is the VLE (virtual learning environment) used by NCI staff and learners. It is an application where you can find lecture slides, notes or resources provided by your lecturers, and where you submit your assignments.

Paragraphing: The practice of dividing text into paragraphs, with a paragraph being a short collection of related sentences and a way of organising your text.

Paraphrasing: Rewriting and expressing someone else's ideas in your own words.

Patchwork: When an author takes small pieces from different sources and puts them together in one work without referencing them.

Plagiarism: Plagiarism is taking work done by someone else and passing it off as your own work without giving credit or referencing the work.

Postgraduate: A postgraduate course is for learners who have already completed a degree, and wish to study at a more advanced level. Postgraduate degrees are named things like Master (of Arts or Science) or Postgraduate Diploma. In the Irish National Framework of Qualifications, postgraduate degrees are levels 9 and 10.

Project Cover Sheet and AI Acknowledgement Supplement: This is a document which is submitted with every assignment you complete in NCI. In this document, you sign your name to an agreement that all of the work submitted is your own or referenced when taken from other sources. You are also given the opportunity to discuss any use of artificial intelligence (AI) in the preparation of the work.

Quoting/quotations: Using someone else's exact words in your work. If you do quote someone, you must use quotation marks (“...””) to mark the beginning and end of the quote and reference the source of the quote.

Reference: A reference means when you mention or insert the source where you got information in a piece of writing or course work. Examples of works that are not your own and must be referenced include images and other media material, ideas and facts you found in books, articles, websites, social media, TV, etc., and any other information that is not your own.

Referencing guide: A guide produced by NCI Library which explains how to correctly reference sources.

Referencing style: This refers to the way that you write out the sources you used in your work. Different referencing styles will have rules around things like capital letters, italics, etc. The three referencing styles used in NCI are Harvard, APA, and IEEE. Your lecturers will tell you which style you should use, and instructions for how to write out references in the correct style may be found in the Referencing Guide.

Reference list: A list of all the sources that you included in a written piece of work, presentation, project, etc. Any sources mentioned in a piece of work are put together in a reference list, in alphabetical order (with the exception of IEEE referencing style which is numerical). This list is usually inserted at the end of the main assignment, but before any appendices.

Sensitive data: Very personal data that must never be shared, like people's names, addresses and telephone numbers and which must be protected.

Source (of reference/information): The place (book, article, website, etc.) where you found the information that you are using.

Support: Provide assistance; a range of functions and services assisting learners. Supports in NCI are listed starting on page 35 of this guide.

Transcript: This is a document which lists the modules or subjects you have taken as part of your degree, and the grade you earned in each of these. Many employers, or postgraduate courses, will require your transcript as proof of your academic achievements.

Turnitin: A digital tool which allows lecturers and learners to examine assignment submissions on the basis of a number of factors, including plagiarism and the use of artificial intelligence. Turnitin alerts lecturers when it is possible that there has been academic misconduct in an assignment submission, but students may also use it to highlight parts of their assignments that need further work.

Undergraduate: An undergraduate degree is often the first degree a learner completes. Many undergraduate students have just left school. These degrees are often named things like Bachelor (of Arts or Science), Diploma, or Certificate. In the Irish National Framework of Qualifications, undergraduate degrees are levels 7 and 8.

Work experience/work placement: Spending a short-term period of time with a business or employer to gain practical skills, training and experience of a work environment.

Work-based learning: Work-based learning is set up where learning happens in real-life environments and where learners can practice academic as well as technical and practical skills.

Workplace Mentor: A professional whose job is to train, advise and support someone new to a trade, a job, a course or training programme.



Resources discussed in this guide:

Support services:



NCI Library: The Library is on the 4th and 5th floors of the Spencer Dock building. You can email us at library@ncirl.ie. The library website is <https://libguides.ncirl.ie/library> and there are a number of helpful guides and resources here.



Library Academic Support Centre: This service offers support, either one-on-one or in small groups, to learners who would like help with academic writing and assignments, referencing, or finding materials to use in their coursework. They can also look at work you have already prepared and give you feedback on it. LASC can be contacted at libraryacademicsupportcentre@ncirl.ie or an appointment can be made with them at the following webpage: <https://libguides.ncirl.ie/libraryacademicsupportcentre>



Mathematics Development and Support Service: This service is available to any learners struggling with mathematics or statistics concepts in their coursework. This service runs classes, and learners may also meet one-on-one or in small groups for dedicated support. The Mathematics Development and Support Officer can be contacted at maths.support@ncirl.ie and appointments can be booked at the following webpage: <https://libguides.ncirl.ie/mathssupport>



Student Services: This department may be contacted for support with a range of issues, whether health, finance, or academic related, and they will be able to send you to someone who can help. They can be found on the ground floor of the Mayor Square building, in the Support Hub, and are open Monday-Friday, 9am-4pm. Further information here: <https://www.ncirl.ie/About/Departments/Student-Services-Office>



Learning Support Service: This service provides help with academic writing, researching, note-taking, studying, and exam revision, in the form of the Getting to Grips drop-in services held three times a week. Contact studentsupport@ncirl.ie for details or find more information here: <https://www.ncirl.ie/Students/Student-Services/Support-Services/Academic-Support>



Computing Support: For learners struggling with computing modules, the Computing Support Service facilitates classes, small group and one-on-one sessions all year. They can be found in room 3.12 on the 3rd floor of the Mayor Square building, emailed at computingsupport@ncirl.ie and have a number of resources available on Moodle.

Documents:



NCI Library Referencing and Avoiding Plagiarism:
<https://libguides.ncirl.ie/referencingandavoidingplagiarism>



NCI Library Academic Writing Skills Guide:
https://libguides.ncirl.ie/academic_writing_skills



NCI Student Disciplinary Policy:
<https://ncisupporthub.ncirl.ie/hc/en-ie/articles/13234035909532-Student-Disciplinary-Policy>



NCI Code of Practice for Academic Honesty and Integrity:
<https://ncisupporthub.ncirl.ie/hc/en-ie/articles/13234293106332-Code-of-Practice-for-Academic-Honesty-and-Integrity>

Notes

Feedback



Your feedback is welcome. If there are parts of this guide that you don't understand or if you have ideas as to how it can be improved or any other queries, you can email library@ncirl.ie at any time or give us your thoughts by scanning the QR code here:

Norma Smurfit Library, NCI
<https://libguides.ncirl.ie/academicintegrity>



Notes



Notes



A series of ten horizontal yellow lines for taking notes.

Notes



Notes



Handwriting practice lines for notes.

Notes



References:

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