

# Academic Integrity Checklist

## Are my ideas and research original?

- ☐ The assessment that I am submitting is [all my own work](#). I have not asked or paid someone (e.g. a fellow student, family member, friend or someone from a paid assignment writing service) to do the work or part of it.
- ☐ I have accessed only approved university learning and teaching services (e.g. [PASS](#) program, Student Academic Success [learning consultations](#)) for assistance with understanding [different assessment types](#) and strategies to complete them.
- ☐ I have kept [records or notes](#) of any academic material I have used during the research process, and I have kept any working documents (eg. lab-sheets, equations, summary notes and drafts) in case these are needed in the future.
- ☐ I have [accurately used](#) any data or evidence I have collected.
- ☐ I have [not shared my work](#) in an inappropriate way.
- ☐ I have [not discussed the assessment in an inappropriate way](#) with other students.
- ☐ This is the first time I am submitting this work for a unit. I have not submitted any part of this assignment for any unit before.

## Is my writing original and have I referenced properly?

- ☐ Apart from [direct quotations](#), my assignment is [written in my own words](#). All ideas/information used from other sources are [referenced](#) using the appropriate style and are listed in my reference list.
- ☐ When [summarising or paraphrasing](#) the work of others, I did not just change a few words around. My summary or paraphrase is [expressed in my own words](#), but it retains the original meaning.
- ☐ I have compared the work I am submitting to any notes I made, to be sure I have [correctly referenced](#) everything I have read from sources (eg. direct quotations, data, ideas).
- ☐ I have included in-text citations, page numbers and quotation marks as required by the [referencing style](#) I am using.
- ☐ I have checked all [in-text citations and the reference list](#) for accuracy.
- ☐ When unsure about integrating sources into my work, and developing my own voice and argument, I have consulted with a [learning adviser](#).
- ☐ When unsure about how to find and choose appropriate sources, and how to cite and reference them in my work, I have consulted with a [librarian](#).

## Getting further support

If you're unsure, or would like to learn more about academic integrity, [make a booking](#) for a one-on-one consultation with a learning adviser. They can help you with academic integrity in your studies, and with integrating your sources into your assessments so that you can succeed in your study.