

ACADEMIC INTEGRITY

A Resource for Supervisors and Instructors of Graduate Students

A Conversation with your Graduate Student(s)

Graduate students do not necessarily know all the standards and expectations of citation and research ethics at McGill. The purpose of this resource is to:

- Facilitate discussion about the importance of citation and referencing and the risk of plagiarism. Both plagiarism and cheating are academic offences and need to be discussed when the graduate student registers for thesis or project courses and before any written work is submitted by the graduate student
- Make the link between the student research experience and the real world need for integrity and trust in the students' learning.
- Ensure that your students know the meaning of integrity at McGill

Discuss ethics, integrity and professionalism as they apply to your field:

Proper Citation Practices

- Recommend examples of good citation practice in your field
- Discuss complete citation of all sources, including internet sources and referencing of 'common knowledge' material; explain that someone else's ideas or materials must be cited whether the graduate student uses his or her own words or those of the author.

Avoiding Plagiarism (*representing the work or ideas of another person as your own in any academic writing, essay, thesis, research report, project or assignment submitted in a course or program of study or represent as your own an entire essay or work of another, whether the material so represented constitutes a part of the entirety of the work submitted.* Article 15 (a) Code of Student Conduct Disciplinary Procedures, McGill University)

- Explain why referencing and footnoting are the right things to do:
 - It clearly identifies an original contribution by your student and encourages the production of original material
 - It gives credit to the originator of the thought or results
 - It enables the interested reader to go further into the subject by accessing the source document
 - It allows the reader to check their own interpretation of the idea or data source
 - It tells the reader the depth and breadth of materials accessed.

Cheating (*submitting in any course or program of study, without both the knowledge and approval of the person to whom it is submitted, all or a substantial portion of any academic writing, essay, thesis, research report, project or assignment for which you have previously obtained credit or which you are submitting in another course or program of study in the University or elsewhere.* Article 16 (c), Code of Student Conduct and Disciplinary Procedures, McGill University)

- Emphasize the importance of a new topic or a new 'slant' or interpretation for each paper or course
- Remind students that they must obtain permission from instructors if they wish to adapt or reuse ideas or materials previously submitted in other courses, at McGill or elsewhere.
- Clarify requirements around authorized collaborations or teamwork:
 - When assigning any project, discuss if teamwork is encouraged or prohibited
 - Specify how each participant's contribution to a project or paper should be identified
 - Emphasize the necessity of doing one's own lab work or calculations.

Research Ethics (*Handbook on Student Rights and Responsibilities, Chapters 11, 12, 13*)

- Where appropriate, emphasize the responsibility and requirement for obtaining ethics approval. Remind students that they must obtain re-approval if they wish to make changes to the research protocol.
- Emphasize honesty in data handling and acknowledgement of the contributions of others to the research or project; discuss why co-authors must sign off on any conference or journal submission.
- Explain that cheating includes making any false statements or including fabricated references or sources. Article 16 (d), Code of Student Conduct and Disciplinary Procedures, McGill University.

Academic Integrity Resources

- www.mcgill.ca/integrity/students/srr/honest
- Library research workshops and Library EndNote™ and Reference Manager™ sessions
- English for Academic Purposes through the English and French Language Centre
- *Doing Honest Work in College* (Second Edition) by C. Lipson (2008), University of Chicago Press, Chicago. 258 pp.