# Appendix 1: Guidance on Academic Practice

## Good Academic Practice

* 1. Good academic practice is the use of ideas, research findings and text by a learner in ways that recognise where these represent the knowledge of others. It is important because it enables learners:

1. To demonstrate their breadth of reading by identifying and comparing their sources of information.
2. To demonstrate an individual understanding of their findings as they learn, by using their words to describe and interpret the ideas of others.
3. To develop their own originality by synthesising, commenting on and structuring their argument around the contributions of others.
4. To apply their reading and their understanding to a range of subjects and situations in ways that makes clear their process and their conclusions.
   1. To do this, learners are required to:
5. Recognise the origins of ideas and of statements, where these are not theirs, to recognise the difference between the two, and to deal with each appropriately within their own work;
6. Report accurately the findings of their research (primary and secondary);
7. Submit work for assessment that represents their individual and independent effort unless otherwise advised in the assessment brief.
8. Doing this is good academic practice.
   1. Referencing systems are used to identify where a writer is using the ideas and words of others. They ensure that both writer and reader are able to distinguish accurately between a learner's own ideas, their interpretation of the ideas and words of others, and their direct use of the ideas and words of others in their own work. The UCO uses the Harvard Referencing Guide and [guides](https://bone.uco.ac.uk/course/view.php?id=980) on how to apply this in written work are provided on BONE.

# Academic Practice and Learning

* 1. The UCO encourages its learners to demonstrate their reading and their research by making appropriate reference in their work to the ideas and words of others.
  2. It requires learners to use a referencing system (usually the Harvard referencing system), and it expects learners to use this system fully and accurately as a way of making clear to readers where the ideas and words of others have been used.
  3. It recognises that learners need to develop their use of referencing systems as part of their learning process, within the subject area(s) they are studying.
  4. It also recognises that the importance of acknowledging the ideas and words of others as a requirement of good academic practice is new to some of its learners.
  5. In this context, the UCO outlines the responsibilities of Course Leaders and learners as follows.

# The Responsibilities of Course Leaders

* 1. To provide induction activities and written guidance at induction on a) good academic practice, and b) the use of referencing, recognising the distinction between the two, and the differing needs of different student groups in respect of each.
  2. To provide further course-based support, at each stage of study and prior to the first submission deadline at that stage, that demonstrates and practises good academic practice and referencing.
  3. To make sure unit assessment tasks make appropriate reference to the importance and the significance of good academic practice and referencing, in the context of this policy.
  4. To ensure that all staff engaged in teaching and assessment have subject expertise sufficient to the task of identifying issues in learners' academic practice arising in relation to the core knowledge basis in that subject.
  5. To ensure that all staff engaged in teaching and assessment are informed of and make appropriate use of this policy and the processes underpinning its operation.
  6. To be vigilant, as individual markers and moderators, in identifying potential academic offences and in applying this policy to all learners.
  7. To provide additional support, including referral to other teams (e.g. in Learning Resources and Student Support) where the application of this policy indicates that students have not used referencing systems correctly and/or have submitted work demonstrating bad academic practice.
  8. To ensure that visiting lecturers are fully briefed and trained to fulfil their responsibilities.

# The Responsibilities of Learners

* 1. To identify accurately where they have used in their work the words and/or ideas of others.
  2. To use referencing systems accurately in that identification.
  3. To avoid practices that may give rise to academic concern and/or suspicion of academic offence.
  4. To read this policy, and to attend and make use of the guidance and support offered at induction (or the additional/replacement guidance and support sessions offered for late-arriving students).
  5. To make use of the further guidance and support offered at each study stage in advance of the first deadline for submitted work.
  6. To seek assistance if they are, for any reason, unable to take advantage of the standard guidance and support offered.