Academic Honesty

As a graduate student you are expected to display the highest standards of academic and personal integrity. The university does not tolerate academic dishonesty in any form. This handout is designed to provide information about the most common situations where academic integrity is especially problematic, and to provide strategies that can be used to prevent integrity problems. Cases of academic impropriety of any type will be dealt with in accordance with the Rules of Conduct and the Disciplinary Process for the University of Central Florida, as described in the latest edition of the Golden Rule (www.goldenrule.sdes.ucf.edu). You are expected to be familiar with the Golden Rule.

## Inappropriate Behavior with Examinations

While graduate students are encouraged to work together when studying before an examination, you are not to collaborate with others on an examination unless authorized to do so by the course instructor.

Inappropriate behaviors are:

- Working together on exams at any time, including those that are completed online or unproctored.
- Using information obtained from external sources during an examination (this includes all information such as from cell phones, books, other students, or any other source).
- Sharing information with others about an examination that will be taken later by either of you.
- Obtaining known test materials prior to an examination.

Any unauthorized prior knowledge of test material is considered cheating. Studying together and working together are fine, up to the time of the start of the examination. Use of study materials obtained elsewhere is fine, as long as it is not designed specifically as part of the examination you are about to take.

Creating new scholarly work is at the heart of the graduate student experience. It is essential that proper procedures be followed at all times when creating and conducting research.
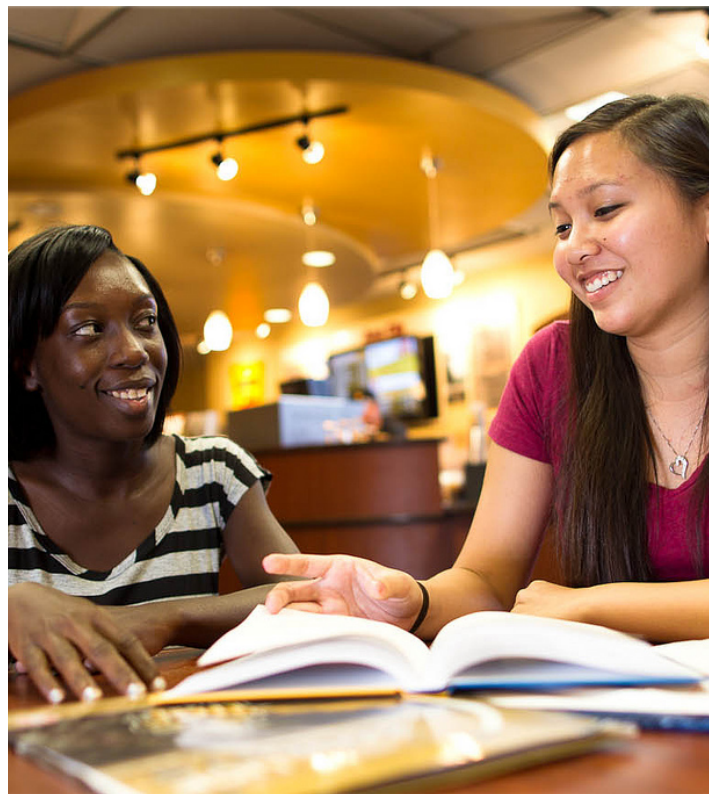
Helpful References

The Golden Rule
www.goldenrule.sdes.ucf.edu

Avoiding Plagiarism

All work submitted by you for evaluation must be your individual work that is original for that specific assignment. Your participation in the group work must be your own. Even if you participate in a group on an assignment the work of the group must be the group's own and not borrowed from others. Inappropriate behaviors include:

- Using papers or projects that were prepared for other classes as a graded assignment in a current course (this is called self-plagiarism).

- Using information obtained from others from any source without attribution (citing).

Please pay attention to copyright and other considerations. Obtain permission for use of copyrighted materials and use these materials according to the permission you receive (most permissions will be granted only for your own personal use, which does not permit you to sell or send to others). All content used in a thesis or dissertation that is substantial (including pictures, graphs, or other materials) must be used only with permission from the author. It is best to plan ahead and get this permission far enough in advance to meet university deadlines for submission of your work.

Some sources to help with referencing the work of others:

- Information Literacy Modules
  http://infolit.ucf.edu/students/modules/

- University Writing Center, Avoiding Plagiarism
  http://uwc.cah.ucf.edu/wp-content/uploads/
  sites/9/2015/04/Plagiarism_and_Misuse.pdf

- University Writing Center, Resources
  http://uwc.cah.ucf.edu/find-resources/

- UCF Libraries, Research Guide, Citations and Writing
  http://guides.ucf.edu/citations

pla·gia·rism *(n.)* [**pley**-*juh*-riz-*uhm*]

Whereby another's work is used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own.

In order to avoid plagiarism, all content, including ideas, processes, results and words obtained from others should be referenced, using authoritative sources acceptable to the academic community of your discipline. If particular content is longer than 3 sentences, you should indent it and reference it. If content is less than 3 sentences, then putting quotes around it is fine.

Keep organized notes of the materials gathered for your research such that when it comes time for attribution, you will be able to reference these materials correctly. Keep records of your research activities and results. Keep the raw data for five years or more after publication.

Consider using citation management tools, such as RefWorks and EndNote, to organize your research. Both are available and free from the UCF Library.
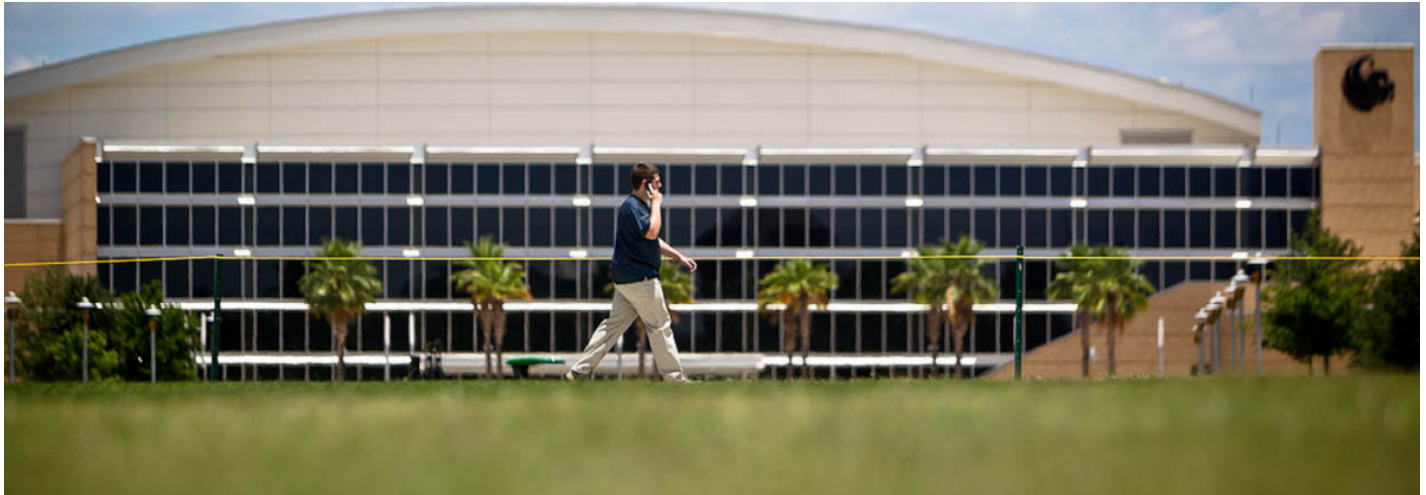
Helpful References

Faculty Center for Teaching and Learning
www.fctl.ucf.edu/TeachingAndLearningResources/
ClassroomManagement/AcademicIntegrity/

UCF Libraries
http://library.ucf.edu

Golden Rule
UCF-5.008 Rules of Conduct
http://osc.sdes.ucf.edu/process/roc

Academic Misconduct Process
UCF-5.015 Student Academic Behavior Standards
http://regulations.ucf.edu/chapter5/documents/5.015StuAcademic
BehaviorStandardsFINALAug15.pdf

Inappropriate Behavior

Graduate students work closely with faculty members on research and also frequently provide instruction to undergraduate students. There are opportunities to develop relationships that produce conflicts of interest. Some of the common situations where conflicts of interest can occur are:

- Engaging in an intimate relationship (consensual or otherwise) with a faculty member who is supervising you, teaching you, or likely to have academic responsibility over you at some time during your UCF tenure.

- Engaging in personal external activities for your employer or faculty adviser, if such involvement is coerced or presented as a quid pro quo (i.e., a favor for a favor) or would conflict with your time commitments to the university.

- Engaging in an intimate relationship (consensual or otherwise) with a student that you may be instructing or teaching or evaluating.

Graduate study is often highly interactive, and you are expected to behave professionally and respect the people you interact with in the course of fulfilling your educational requirements, including UCF faculty, staff, and students.

When engaging people external to the UCF community in the course of your graduate work, you become an ambassador for the university and are expected to behave with the highest standards of professionalism.

- Harassing others by any means for any reason is unacceptable.

- Engaging in false criticisms or making accusations that you know are false is unacceptable.

Should undue pressure be brought upon you to engage in such behavior by one who has supervisory responsibility over you, please report the situation to your program director, department chair, college associate dean, or the Equal Opportunity/Affirmative Action office on campus.

Helpful References

UCF Graduate Catalog, General University Policies, http://www.graduatecatalog.ucf.edu/content/Policies. aspx?id=5702

UCF Equal Opportunity and Affirmative Action www.eeo.ucf.edu

Avoiding Research Misconduct

In order to avoid research misconduct, keep accurate records of your research activities. Do not use data in publications that you have not obtained firsthand without personally verifying that the data have been obtained properly. It is important to ensure that you can replicate your research before you publish your results. Talk to your faculty adviser about how long to keep raw data after publication. Also, ask your adviser to see the federal requirements for conduct of research applicable to your research. Do not submit the same manuscript to different journals at the same time. Find out ahead of time if there are restrictions that pertain to the publication of your research results due to external sources of funding—ask your adviser about this when the project is first proposed.

Make sure to obtain training and formal authorization prior to engaging in research that involves animals or human subjects. Maintaining the confidentiality of human subjects during research involving them is essential to proper research conduct. Keep all Institutional Research Board documentation of approval for your research for five years.

Helpful References

Research Integrity and Administrative Investigations, National Science Foundation
https://www.nsf.gov/oig/regulations/
(Research Misconduct, 45 CFR 689)

Office of Research Integrity, U.S. Department of Health and Human Services
http://ori.dhhs.gov/education/products/rcr_misconduct.shtml

Inappropriate behaviors include:

- Taking credit for the work of others or using published or unpublished work without attribution.

- Falsifying data by changing the data in order to get "better" results. Similarly, changing processes, equipment, or results to misrepresent your research is inappropriate.

- Fabricating or making up your data or results for any reason (some common reasons used to justify this unacceptable behavior include: to obtain a "better" story about your research, to meet a deadline, or to publish it in a certain journal).

- Misreporting hours you have worked on research or clinical projects or internships, or misreporting what research funds have been spent on.

- Allowing your name to be used on a publication when you have not contributed to the paper. Similarly, allowing another person to be an author on a paper that you have prepared, if they have not contributed to the content of the paper.

- Submitting a paper for publication without the consent of all of the authors.

Report research misconduct to the Office of Research & Commercialization. Phone: 407-823-3778