



## Academic integrity guide: Fraud and plagiarism

The Faculty of the Humanities attaches great importance to academic integrity in research and education. There are five primary principles: honesty, carefulness, transparency, independence and responsibility. Preventing and reprimanding behaviour that is out of integrity, particularly fraud and plagiarism, occupy a prominent place in our education. This is meant to ensure that the value of your diploma will never be questioned.

### What are fraud and plagiarism?

In the [Regulations Governing Fraud and Plagiarism for UvA Students](#), the following definition of fraud and plagiarism is used: “as any act or omission on the part of the student which makes an accurate assessment of his/her knowledge, insight and skills partially or wholly impossible. Plagiarism is a form of fraud.” Plagiarism is a specific form of fraud that includes copying text, data or ideas of other people without a complete and correct acknowledgement of the source.

For examinations, follow the generally applicable rules. They definitely include that you must come on time and have a valid ID with you. Your devices (mobile or otherwise) must be switched off before the start of the examination. You must also follow the instructions of the lecturer or invigilator.

Follow the instructions and rules that the program gives you during the training and development of academic skills.

### How can you prevent fraud/plagiarism?

To avoid being suspected of fraud or plagiarism, it is also important to be aware of the rules that apply for examinations, assignments and written work. It is thus important to know the [Regulations Governing Fraud and Plagiarism for UvA Students](#).

If you want to learn more or have difficulty with citation and source acknowledgement, take the [free online course](#) offered by the university library. Please note that it is important to always follow the method prescribed by the programme for source citation.

Avoid being unclear in your work where a text or insight comes from. Copying text literally and paraphrasing are permitted as long as you clearly state what the source is and who the author is, citing both in the correct manner. Sentences that are copied literally must be clearly indicated as citations with quotation marks or a separate lay-out. If you are unsure, show the text to the lecturer.

For written work, you must know which rules apply for quotations and source citation. Look at the course manual for this topic and contact your lecturer if you still have questions.



### Complicity

It is important to realise that students can also be complicit in fraud and plagiarism and have sanctions imposed. A clear example of complicity is allowing your fellow students to copy your work. Even with joint projects, you are complicit of plagiarism if you could have or must have known that the other person was plagiarising.

### What happens if you are suspected of fraud?

If fraud/plagiarism is suspected, the lecturer or invigilator informs the Examinations Board and hands over the relevant documentation and a description of the findings to this committee. Then you are informed of this step and all communication from then on proceeds via the Examinations Board until it forms its judgement.

### Role of the Examinations Board

After receiving a notification of a suspected case of plagiarism or fraud, the Examinations Board will investigate the case and interview you within two weeks. Based on the outcome of its investigation, the Examinations Board decides whether there is a case of (serious) fraud/plagiarism and which sanction to impose if there is. The procedure to be followed and the possible sanctions are reported in the previously cited fraud and plagiarism regulations. For more information look at the webpages of the [Examinations Board](#).