Academic Integrity:

National Principles and Lexicon of Common Terms

Preface

The National Academic Integrity Network (NAIN) is a peer-driven network of academic and professional staff, student representatives and representative agencies from across the higher education landscape.

The Network aims to support Irish higher education institutions (HEIs) in developing a common, national understanding of academic integrity and fostering a culture of academic integrity through enhancement activities and sharing of good practice.

Launched in November 2019, the Network is led by a steering committee made up of HEI staff, student representatives and QQI executive. QQI coordinates and facilitates the activities of the Network and its associated working groups.

This document has been produced by a working group chaired by Dr Yvonne Kavanagh, Assistant Registrar of IT Carlow, following an extensive process of consultation with both higher education institutions and a broad range of external stakeholders.

The purpose of these Principles and Lexicon is to provide support for institutions in developing their approach to academic integrity, and to enable the use of a common terminology when talking or writing about academic integrity in the context of Irish higher education.

The Network would like to thank all the contributors to this process who have shared their insights and provided feedback on the drafting of this document.

Academic Integrity: National Principles and Lexicon of Common Terms is a dynamic guide which will be reviewed regularly by the Network. This will ensure it reflects both current trends and developments in the field of academic integrity and user feedback.

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1.

Introduction

1.   Introduction

To date, Ireland, in common with many countries, has lacked a common language with which to discuss and describe academic integrity and its counterpart, academic misconduct. Common words have not always had common meanings either within or across institutions. This lack of a commonly understood vocabulary inevitably hinders progress in fully nurturing a culture of academic integrity and impedes the effectiveness of actions to prevent, detect and sanction misconduct.

The National Network for Academic Integrity (NAIN[1]), therefore, undertook as one of its first tasks, the identification of common academic integrity principles and the development of a national lexicon for academic integrity. These principles and the lexicon have been developed and agreed by Network members representing the spectrum of Irish public and private higher education institutions, as well as by the national regulatory body for education and training, QQI[2]. They are intended to inform local usage by institutions and to facilitate national level discussions and mutual understanding across institutions, as well as ensure that learners encounter a consistent national message in this area.

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1   See Appendix 1
2   Quality and Qualifications Ireland www.qqi.ie

2.   What is Academic Integrity?

Academic integrity has been defined as:

> **"the commitment to, and demonstration of, honest and moral behaviour in an academic setting"[3]**

It assumes that all interactions with higher education institutions are approached with honesty. This includes all documentation submitted to the institution for academic purposes. Responsibility for demonstrating academic integrity lies with the enrolled learner. Academic integrity involves:

> **"Compliance with ethical and professional principles, standards and practices and a consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship"[4]**

Maintaining academic integrity is critical to the reputation of higher education, and to the recognition of a graduate's academic learning and resulting qualifications.

2.1 WHAT IS ACADEMIC MISCONDUCT

Academic misconduct covers all behaviours which contravene academic integrity. Academic misconduct is also known as academic malpractice, academic mispractice or academic impropriety.

Academic misconduct is any attempt by someone to seek unfair advantage in relation to academic activity or which facilitates others to gain an unfair advantage, or to profit from the sharing or selling of your own or others' work without permission. Examples of academic misconduct include, but are not limited to, plagiarism, cheating in any forum or form, cheating by way of falsification or fabrication, contract cheating, copy-editing, purchasing essays, impersonating a learner in an exam, sharing or selling course materials without permission.

3   Writing Center, University of North Carolina at Chapel Hill Academic Integrity: [Accessed 23 April 2021]
4   ENAI (2018) Glossary for Academic Integrity: [Accessed 13 April 2021]

3. Principles of Academic Integrity for the Enrolled Learner

Academic integrity is relevant to all areas of academic endeavour undertaken by the enrolled learner. This includes, but is not limited to, all activities related to the achievement of academic credit for awards; all methods of learning practice including in the classroom, research, online, distance and work-based learning; in all methods of assessment and in academic scholarship.

Academic integrity is based on the principles of honesty, trust, fairness, respect and responsibility including the courage to act as needed to uphold academic integrity.[5] Learners should be familiar with their responsibilities and the consequences of academic misconduct.

The purpose of assessment, both formative and summative, is to support learning, ascertain learner understanding and demonstrate the achievement of specific learning outcomes by that learner. It is the responsibility of the enrolled learner to ensure that all submitted work for assessment purposes in an academic setting, which includes but is not limited to, text, graphics, tables, formulae, or any representation of ideas in print, electronic or any other media, in addition to artefacts, computer software and algorithms, correctly acknowledges the source of any data which is not original to the learner.

The higher education institution is required to ensure that the enrolled learner has received clear guidance on what constitutes academic integrity. Learners must be advised on their obligations in this area, as well as any sanctions that may be imposed for breaches of academic integrity. Opportunities to discuss and ask questions about academic integrity should be regularly and routinely provided to enrolled learners. Learners should be encouraged to engage with guidance provided and ask questions when unsure.

5   The International Center for Academic Integrity (ICAI) (2021) The Fundamental Values of Academic Integrity. (3rd ed.).
      [Accessed 23 April 2021]

4. Principles for Higher Education Institutions to Foster Academic Integrity

The principles of academic integrity have been developed with two key stakeholders in mind: the higher education institution and the learner, recognising that academic integrity is based on the behaviour of both the learner and the higher education institution.

From the institutional perspective, academic integrity is nurtured and modelled through academic leadership which embeds the principles of academic integrity in its teaching, learning and assessment policies and practices.

Where academic misconduct is suspected, the institution should investigate and ensure that the principle of due process is observed. It is up to each institution to determine the level and severity of the academic misconduct and to communicate the levels and penalties associated with academic misconduct to staff and learners.

Academic integrity is central to the culture of a higher education institution. It belongs to all academic and professional staff and learners within the higher education community and requires active commitment by all stakeholders. The maintenance and sustainability of academic integrity is the responsibility, and to the benefit, of all.

The principles outlined here recognise, support and enable the activity of institutions in ensuring that academic integrity permeates academic policies, regulations, and practices.

The principles of academic integrity are described under three key perspectives: firstly, institutional from a macro viewpoint; secondly and thirdly, regarding development initiatives and operational procedures within the institution.

Institutional

(i) Academic integrity underpins the core values of the institution and requires explicit alignment with these core values. This is reflected in the design and delivery of the programmes of study, and is explicitly articulated in the enrolled learners' obligations to uphold academic integrity in their academic behaviour.

(ii) Academic integrity is owned by all stakeholders in the institution.

(iii) The institution has procedures, policies, and regulations that support academic integrity and that facilitate an effective and rapid response to academic misconduct when it occurs. The scope of the policies and procedures has due regard for the Policy Statement on Ensuring Research Integrity in Ireland[6] statements on enrolled learners.

(iv) The enforcement of academic integrity is in accordance with due process practices and enrolled learners' rights.

(v) The sanctions adopted for academic misconduct are appropriate,

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6   The National Forum for Research Integrity (NFRI) (2019) Policy Statement on Ensuring Research Integrity in Ireland (2nd Edition) [Accessed 23 April 2021]

objective, relevant, and balanced to the severity of the academic misconduct.

(vi)   The sanctions adopted for academic misconduct are based on their discrete interpretation as defined in the policies and regulations of the relevant institution.

Developmental

(i)   The institution develops the capacity of staff to support learners to follow good academic integrity practices and provides formal opportunities for staff to engage in developmental conversations on academic integrity.

(ii)   The institution ensures that the assessment methods adopted on programmes of study develop the enrolled learner's capacity to achieve the learning outcomes, and to develop their awareness and understanding of academic integrity. The institution provides supports for the learners to help them fulfil their programme requirements without succumbing to academic misconduct.

(iii)   The institution develops the capacity of enrolled learners to follow good academic practices.

(iv)   The academic community inspires, fosters, models and mentors enrolled learners to behave with academic integrity.

(v)   The institution fosters a whole-of-institution commitment to knowledge development and recognises that knowledge development is based on both directed and self-directed academic leadership.

Operational

(i)   The principles and practice of academic integrity are clearly defined and communicated to the academic community and enrolled learners.

(ii)   The institution limits the opportunities for academic misconduct through the use of feedback loops, appropriate teaching and learning and assessment approaches, and the utilisation of remedial approaches when academic misconduct is identified.

(iii)   The institution manages incidences of academic misconduct effectively and efficiently. This protects the reputation of the institution's academic practices and programmes and thus the qualifications gained by learners.

5. The National Academic Integrity Lexicon of Common Terms

A working group of the National Academic Integrity Network was convened to develop a shared language for academic integrity.

In order to do this, the working group reviewed national and international best practice in relation to the definitions used globally. The European Network for Academic Integrity (ENAI) Glossary[1] is comprehensive and so was chosen as the baseline lexicon. Where national deviations were observed, these have been captured. The intention is to continue to add to this Lexicon periodically as further terms are proposed for inclusion by the Network and other stakeholders.
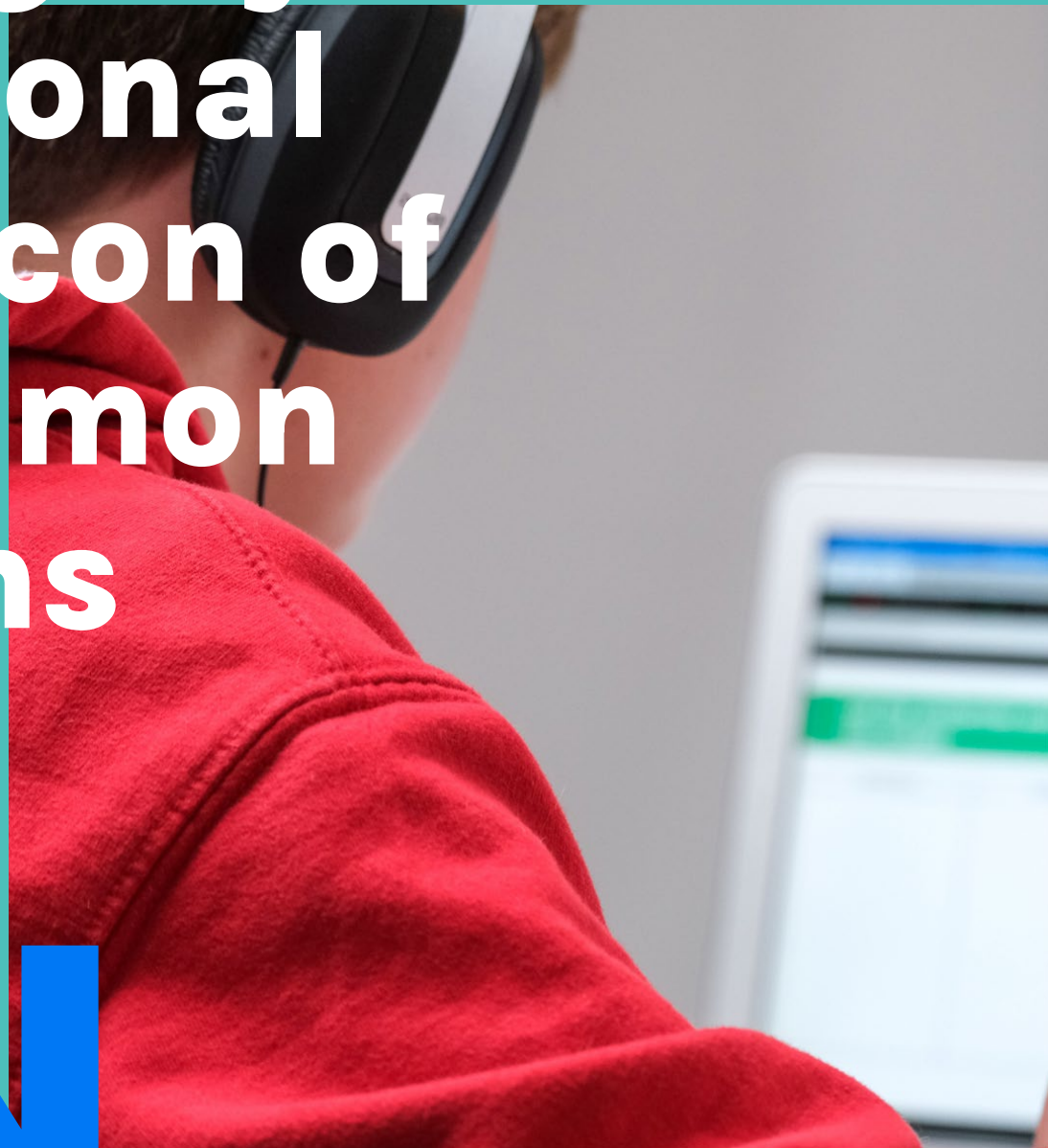
Where an ENAI definition has been adopted, it is highlighted in **BOLD** in the Lexicon.

The Lexicon has been agreed through dialogue and consultation with various stakeholders.

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1   ENAI Glossary [Accessed 23 April 2021]

3.

Academic Integrity: National Lexicon of Common Terms

ACADEMIC INTEGRITY: NATIONAL LEXICON OF COMMON TERMS[7]

	Terms & Synonyms	Definition	Behaviour & Examples	References
		The European Network of Academic Integrity (ENAI) Glossary unless otherwise referenced.	• This section is added to give a student-friendly version • in addition, some other sources are added where the definition has been expanded. • A HEI could personalise the definition here	
1	Abettor Accomplice Accessor to cheating Accessor to Plagiarism Accessory to Cheating Accessory to plagiarism	**Someone who culpably or in any other way, renders material or moral support to the practice of a culpable act by someone else.**	A person assisting someone to cheat or plagiarise.	
2	Academic	Any work undertaken by a learner enrolled on a programme for credit or award by the higher education Institution.	All credit-bearing work submitted by an enrolled learner for an award to the higher education institution.	
3	Academic Dishonesty / Academic Impropriety/ Academic Misconduct/ Academic Cheating/ Academic Malpractice/ Academic Violation/Academic Mispractice	**Behaviours perpetrated by individuals or institutions that transgress ethical standards held in common between other individuals and/ or groups in institutions of education, research or scholarship.**	All actions which contravene Academic Integrity. These include breaches of examination regulations, cheating, plagiarism, impersonation, purchase of examination material, data falsification, and other acts which dishonestly use information to gain academic credit. **Any action, or attempted action that undermines academic integrity and may result in an unfair advantage or disadvantage for any member of the academic community or wider society.**	
4	Academic Ethics	Values that are recognised and abided by, in the academic community.	Acting with integrity by correctly using Information to gain credit. Choice making around 'right' and 'wrong' values and behaviour in academic endeavour.	
5	Academic Fraud	**Actions that are intended to deceive for unfair advantage by violating academic regulations.**	Using intentional deception to gain academic credit.	

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7   Please note that the lexicon will be reviewed and updated regularly.

	Terms & Synonyms	Definition	Behaviour & Examples	References
6	Academic Integrity	**Compliance with ethical and professional principles, Standards, practices and a consistent system of values, that serves as guidance for making decisions and taking actions in education, research and scholarship.**		See ENAI glossary [Accessed July 13th 2021] 'Values' refers to the ICAI Fundamental Values of Academic Integrity [Accessed July 13th 2021]
7	Advertising Cheating Services/ Essay Mills/ Provision of Cheating Services	Advertising the provision of assignments for learners where this has not been authorised by the provider. Advertising the undertaking of assignments (in whole or in part) on behalf of an enrolled learner, or sitting an exam, or have someone sit an exam, in place of an enrolled learner where this has not been authorised by the provider.		See QQI Legislative Changes [Accessed July 13th 2021]
8	Alteration of University Documents	Alteration of university documents.	Making any alteration to official or submitted documents, including but not limited to: • Forgery of an instructor's signature on a letter of recommendation or any other document; • Submitting an altered transcript of grades to or from another institution or employer; • Putting your name on another person's exam or assignment; • Altering a previously graded exam for purposes of a grade appeal or of gaining points in a re-grading process.	See Berkeley, University of California [Accessed July 13th 2021]
9	Augmented Publication / Auto-Plagiarism / Covert Duplication / Duplicate Publication / Recycle Plagiarism Redundant publication/ Self-plagiarism/ Text-recycling	• **The author adds additional data and/ or information to his/ her previously presented or published work and may change title, modify aim of the study and/ or recalculate results.** • **Instead of creating an original piece of work, the author adds additional data and/ or information to his/ her previously published work and changes title, modifies aim of the study and/ or recalculates results. There is no cross-citation to the author's own previous publications.**	There is no cross-citation to the author's own previous publications.	

	Terms & Synonyms	Definition	Behaviour & Examples	References
10	Author/ Creator Author's Ethical Rights Author's Patrimonial Rights Authorship	A person (either individual or organisation) who created or contributed to the creation of original work The Author(s) has **the right to vindicate the ownership of work nd assure its integrity and genuine status.** The Author(s) has **exclusive rights to dispose of their own work, to use ut or authorise its use, by 3rd parties, totally or partially.** Situation when **'the name or generally recognised Pseudonym appears on a work communicated to the public or a published or reproduced work shall be considered to be the author of the work, if it is not proven otherwise.'**	The author is the person/ people responsible for ensuring the academic integrity of any work.Authorship implies ownership.Good authorship practice: The International Committee of Medical Journal Editors (ICMJE) specifies three simple criteria to qualify for inclusion as an author: • Substantial contribution to conception and design, or acquisition of data, or analysis and interpretation of data. • Drafting the work or revising it critically for important intellectual content; AND • Final approval of the version to be published; AND • Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.	ICMJE | Recommendations | Defining the Role of Authors and Contributors [Accessed July 12th 2021]
11	Authorship Abuse	**Any kind of authorship attribution not based on genuine contribution.**	Abusive co-authorship that includes • 'Honorary authorship' and specifically refers to the inclusion of individuals as authors on manuscripts, or grant proposals, even though they did not contribute to the research effort. (Related to Mutual Admiration Authorship – below). • Cooercive citation – actions by individuals or journals to require or direct authors to add citations even if those citations are irrelevant. It can include self-citation and citation padding.	See ENAI glossary Kwok, L.S. (2005), The White Bull Effect: abusive co-authorship and publication parasitism (Jnl Medical Ethics 31:554-556
12	Avoiding Harm Non-malficence	**To take reasonable steps to avoid harming others with whom they directly or indirectly interact and to minimise harm where it is foreseeable and unavoidable.**		
13	Blackmail/ Coercion	Where there is a demand for payment or favours from a learner in return for keeping their purchase of an assignment which has been submitted to their institution, secret. Coercion – using force, intimidation, authority or persuasion to compel a person(s) to author work for a learner which is subsequently submitted to the institution as that learner's own work without acknowledging the author's work.		

	Terms & Synonyms	Definition	Behaviour & Examples	References
14	Bribery	**The offering, promising, giving, accepting or soliciting of an advantage as an inducement for action.**		
15	CC – by Creative Commons	Licence giving the right to copy and redistribute the material in any medium or format (share) and remix, transform, and build on the material for any purpose, even commercially (adapt).		
16	Cheating	**Actions that attempt to get advantage by means that undermine values of integrity.**	Cheating is giving or taking any information or material which will be used to determine academic credit. See SPC Plagiarism and Academic Integrity [accessed July 12th 2021]	See ENAI Glossary Many national examples also available
17	Cheat sheet/Notes	**A piece of information (either on paper or technologically) used for helping to remember facts, formulae and other useful information.**	Crib sheet is a piece of paper or another material on which inappropriate or unauthorised material is written for use during a test, known as a cheat sheet.	
18	Citation Attribution	**A note in the text using a recognised referencing style which identifies the source of an idea or fatc and acts as a link to a more detailed reference in the Bibliography or References section of the work.** The opposite of this is plagiarism.	How you reference someone else's material in your work. Failure to cite other's work appropriately is considered plagiarism.	
19	Collusion Conspiracy	**Undisclosed collaboration of two or more people on an assignment or task, which is supposed to be completed individually.**	Collusion, where work if permitted to be copied, is a form of plagiarism by both parties. (UCC) Collusion includes: • students providing their work to another student before the due date, or for the purpose of them plagiarising at any time; • paying another person to perform an academic task and passing it off as your own; • stealing or acquiring another person's academic work and copying it; • offering to complete another person's work or seeking payment for completing academic work. This should not be confused with academic collaboration where there has been a general group discussion about a projector question but where each student writes his/ her own answer. (UNSW)	University of New South Wales [Accessed April 26th 2021] Many national examples also available.

	Terms & Synonyms	Definition	Behaviour & Examples	References
20	Common knowledge	Factual 'information that is readily available from a number of sources or so well-known that its sources do not have to be cited'.		
21	Compilation

Collective work

Joint work | A work formed by the collection and assembling of pre-existing content ' or of data that are selected, coordinated, or arranged in such a way that the resulting work as a whole constitutes an original work of authorship. The term 'compilation' includes both individual and collective works'. | | |

	Terms & Synonyms	Definition	Behaviour & Examples	References
22	Contract Cheating (see also Essay Mills & Paper Mills)	**Form of academic misconduct when a person uses an undeclared and/or unauthorised third party, online or directly, to assist them to produce work for academic credit or progression, whether or not payment or other favour is involved.** This type of misconduct constitutes a form of plagiarism. A form of cheating where a student submits work to a higher education provider for assessment where they have used one or more of a range of services provided by a third party, and such input is not permitted. The contract with the student can include payment or other favours, but this is not always the case. Contract cheating represents a clear threat to higher education providers' ability to assure the standards of their qualifications and it presents a very serious threat to the higher education sector globally if not appropriately addressed, e.g., Facebook etc. A form of Academic Misconduct. The practice of buying custom-made academic work (contracting out work to cheat) and submitting it as one's own academic work, whether online or directly from a fellow student. 'Services' may include essays or other types of assignments, conducting research, websites (including essay banks), or an individual such as a lecturer, colleague, friend or relative. 'Input' means that the third party makes a contribution to the work of the student, such that there is reasonable doubt as to whose work the assessment represents. It suggests deliberate, pre-planned and intentional deception (Newton, 2018)	• Buying a completed assignment from a tutoring or ghost-writing company (purchasing from online essay mill websites); • Asking a partner, friend or family member to write part or all of an assignment for you; • Paying a private tutoring company to coach you on how to complete an assignment; • Submitting 'model' assignment answers provided by a private tutor or tutoring company; • Getting someone else to sit an exam for you; • Sitting an exam for someone else; • Buying, selling or swapping assignments or assignment answers via 'sharing' websites or social media platforms. E.g., Facebook, TikTok etc Six types of services that students can use to have work produced for them include 1) essay writing services; 2)friends, family and other students; 3) private tutors; 4) copyediting services; 5) agency websites; 6) reverse classifieds	See ENAI Glossary Clarke, R. & Lancaster, T. (2006), Eliminating the successor to Plagiarism? Identifying the usage of contract cheating sites. In Proceedings of 2nd plagiarism: Prevention, Practive and Policy Conference 2006. Newcastle, UK: JISC Plagiarism Advisory Service [Accessed July 12th 2021] See The University of Sydney Lancaster T., Clarke R. (2016) Contract Cheating: The Outsourcing of Assessed Student Work. In: Bretag T. (eds) Handbook of Academic Integrity. Springer, Singapore. https://doi.org/10.1007/978-981-287-098-8_17 [Accessed July 12th 2021] Newton, P. (2018) How Common Is Commercial Contract Cheating in Higher Education and Is It Increasing? A Systematic Review. Frontiers Educ., 30 August 2018 |https://doi.org/10.3389/feduc.2018.00067 [Accessed July 12th 2021]

	Terms & Synonyms	Definition	Behaviour & Examples	References
23	Contract Cheating Services (includes 'Essay Mills' and 'Ghost-Writing') Outsourcing assessments	**Type of Consultancy service when a company or an individual provides bespoke work to a person to present as their own work.** (see Contract Cheating). A 'Paper Mill' (also called 'Essay Mill') is a commercial service organisation, normally web-based, supplying written materials (e.g., essays, reports, homework answers, personal statements, reflective journals) according to a client's/ student's requirements.		See ENAI – General Guidelines for Academic Integrity Report (amended version) [Accessed July 12th 2021]
24	Copying material Verbatim (plagiarism) Clone (plagiarism) [Ctrl-C] plagiarism Literal copying	This is a form of plagiarism which involves using the same or very similar words to the original text or idea without acknowledging the original source or using quotation marks (see Plagiarism). Word for word copy from another source without providing attribution.	Copying materials, ideas or concepts from a book, article, report or other written document, presentation, composition, artwork, drawing, circuitry, computer programme or software, website, internet, other electronic resource, or another person's assignment without appropriate acknowledgement.	See University of New South Wales
25	Copy-editing	Copy-editing involves the checking of texts for grammar, syntax, language, punctuation and improving the composition and continuity of texts.		See University College Cork Skills Centre
26	Copyright	**Exclusive legal right of the originator to copy, reproduce, print, publish, perform, film or record literary, artistic, or musical materials digitally or in any other form.** (see Plagiarism)		
27	Data Fabrication	**Making up data and presenting that data as genuine.**	Fabrication is the inventing, counterfeiting, altering, misrepresenting, or forging of data or information in academic work and presenting it as legitimate.	See University of South Florida [Accessed July 12th 2021]
28	Data Falsification	Data Falsification or Falsification of Data is the **unjustified manipulation of research data with the intention of giving a misleading impression.**	Manipulation of research materials, equipment or processes, or changing, or omitting data or results, such that the research is not accurately represented in the research record.	See Policy Statement on Ensuring Research Integrity in Ireland (revised 2019) [Accessed July 12th 2021]

	Terms & Synonyms	Definition	Behaviour & Examples	References
29	Data Imputation	**Filling in or replacing missing or lost data.**	'Data imputation is a process of replacing missing or lost data with substitute values. If done honestly and transparently, data imputation is not considered to be a data fabrication (Resnik, 2015); it is considered a legitimate way to deal with missing of apparently erroneous values. However, some academics deliberately exclude or invent data values in their datasets in order to obtain research results that confirm their hypotheses. Justifiable imputation must rely on scientifically reasoned methods, such as statistical methods applied for handling of missing data (Allison, 2009).'	See ENAI Glossary ENAI – General Guidelines for Academic Integrity Report (amended version) [Accessed July 12th 2021]
30	Essay mill	An organisation, or individual, usually with a web presence, that contracts with students to complete an assignment or assignments for the student, for a fee.		Contracting to Cheat in Higher Education Oct 2017, QAA [Accessed August 23rd 2021]
31	Fabrication/ Falsification/ Plagiarism	**Types of major misconduct in an education, research or scholarship setting.**		
32	Fabrication	Fabrication in the context of research means **making up data, experiments, or other significant information in proposing conducting or reporting research.**	See Data Fabrication	
33	Falsification/ Forgery/ Counterfeit	**Forging educational, research or scholarship content, images, data, equipment or processes in a way that they are inaccurately represented.**	This is a form of academic misconduct that involves the manipulation of research materials, equipment or processes, or changing, or omitting data or results such that research is not accurately represented in the research record.	See MIT Research Misconduct
34	Fraud (see Academic Fraud)			
35	Ghost-writing/ Ghost Authorship/ Ghost Author (see also Essay mill; Contract Cheating)	**Ghost Authorship is the practice of using a non-named (merited, but not listed) author to write or prepare a text for publication.** • **To write for or in the name of someone else;** • **To assist in the production of work resulting in unfair advantage to someone else.**	A writer who is not named as an author and not given credit for the work. A writer who assists in the production of work resulting in unfair advantage to someone else.	

	Terms & Synonyms	Definition	Behaviour & Examples	References
36	Infringement/ Transgression/ Abuse Breach Violation	**Breach of good practice occurring from questionable, unlawful or unethical behaviour.**		
37	Intentional Cheating	Intentional action or behaviour that violates established rules and gives one student an unfair advantage over another.	Cheating in a test or assignment.	See Cizek, G.J.Cheating in Academics: In Encyclopaedia of Applied Psychology (2004) [Accessed July 12th 2021]
38	Impersonation	Undertaking in whole or in part any work required as part of a programme in the place of an enrolled learner, without permission from the provider; Sitting an exam, or having someone else sit an exam in place of an enrolled learner, without permission of the provider.		
39	Misrepresented/ Misattributed or Obfuscatory (Referencing)	'Misrepresentation is any act or omission that is intended to deceive.'		See St Petersburg College Library Guides [Accessed July 12th 2021]
40	Misuse of Academic Materials	The use, misuse or alterations of University materials or resources so as to make them inaccessible to other users.	Unauthorised use of computer accounts; alteration of passwords; violation of library procedures; other intentional misuse or destruction of educational materials.	See UNC Greensboro [Accessed July 12th 2021]
41	Mosaic Copying/ Scaffolding/ Substantial Similarity	**An unoriginal piece of writing composed of acknowledged or unacknowledged extracts from several different sources.**	Where the key points and structure of another person's work have been used as a scaffold (framework) for your own work, without acknowledging the source. This is plagiarism.	See University of Melbourne [Accessed July 12th 2021]
42	Multiple submissions (see also Self-Plagiarism)	**A given manuscript is concurrently under active consideration by two or more publications or editors.**	Resubmission of parts of a piece of work that was previously submitted for credit without making any changes.	
43	Mutual Admiration Authorship	**Two or more researchers/ authors agree to list each other's names on their own papers despite the fact that one author has had little or no involvement in the work, with the purpose to gain unfair advantage.**		

	Terms & Synonyms	Definition	Behaviour & Examples	References
44	Plagiarism	**Presenting work / ideas taken from other sources without proper acknowledgement.** 'Plagiarism, i.e. the appropriation of another person's ideas, processes, results, or words without giving appropriate credit, including those obtained through confidential review of other's research proposals and manuscripts.' Auto-Plagiarism Instead of creating an original piece of work, the author adds insignificant additional data and/ or information to his/ her previously published work and changes title, modifies aim of the study, and recalculates results. Also, it is the omission of cross-citation to own previous publications. Self-Plagiarism/ Redundant Publication **A form of redundant publication by 'recycling or borrowing content from author's own previous work without citation.** Self-plagiarism is the use of one's own previous work in another context without appropriate citation. Related to self-plagiarism is the practice of data fragmentation or salami slicing where the author(s) separate aspects of a study and publishes it as more than one publication. Writers should recycle their own material carefully and sparingly.	Plagiarism occurs when someone uses words, ideas or work products attributable to another identifiable person or source without attributing the work to the source from which it was obtained, in a situation in which there is a legitimate expectation of original authorship in order to obtain some benefit, credit or gain which may not be monetary. The first three elements identify the actus reus – using someone else's words or ideas without attributing them when they can and should be attributed. The second element also distinguishes between attributable information and common knowledge. The third element differentiates between plagiarism and formatting errors. The fourth element distinguishes plagiarism from things like speechwriting and legitimate re-purposing of words and information. The fifth element establishes mens rea for the act of plagiarism – to gain credit that was not legitimately earned. UCD Plagiarism Policy '… in any formally presented work (including essays, theses, projects, laboratory reports, examinations, oral, poster or slide presentations). It can include the following: • Presenting work authored by a 3rd party, including other students, friends, family, or work purchased through internet services; • Presenting work copied extensively with only minor textual changes from the internet, books, journals or any other source; • Improper paraphrasing where a passage or an idea is summarised without due acknowledgement of the original source; • Failing to include citation of all original sources; • Representing collaborative work as one's own.' 'Plagiarism covers not only print but intellectual property rights, which reside in all other media including software.' (DCU)	See UCD Plagiarism Policy [Accessed July 12th 2021] See DCU Student Support & Development [Accessed July 12th 2021] See Policy Statement on Ensuring Research Integrity in Ireland (revised 2019) [Accessed July 12th 2021] See DBS Assessment Policy re last examples Fishman, T. (2009), "We know it when we see it" is not good enough: towards a standard definition of plagiarism that transcends theft, fraud, and copyright, In Conference Papers, Educational Integrity: Creating an Inclusive Approach, 4th Asia Pacific Conference on Educational Integrity (4APCEI) University of Wollongong NSW Australia

	Terms & Synonyms	Definition	Behaviour & Examples	References
			To include: cheating, academic fraud, academic misconduct, academic dishonesty, academic malpractice, academic mispractice, plagiarism, Detection Software, intellectual property.

Plagiarism is a form of academic dishonesty, where ideas are presented falsely, either implicitly or explicitly, as being the original thought of the author. The presentation of work, which contains the ideas or work of others without appropriate attribution and citation (other than information that can be generally accepted to be common knowledge) is an act of plagiarism. (UCD)

Plagiarism includes but is not limited to:

• Verbatim copying of another's work without clear identification and acknowledgement;
• Close paraphrasing of another's work by simply changing a few words of altering the order of presentation without clear identification or acknowledgment;
• Unidentified/ unacknowledged presentation of another's concept as one's own. | |
| 45 | Provision of Cheating Services | Providing assistance for others to engage in cheating[8]. | Provision of Cheating Services

• Providing answers, or arranging the provision of answers, to an enrolled learner for an exam, during the course of that exam, without permission of the provider;
• Providing, or arranging the provision of, an assignment required of an enrolled learner without permission of the provider;
• Before an exam, providing answers for, arranging the provision of answers for, an exam for an enrolled learner without permission from the provider. | See QQI Legislative Changes

[Accessed July 12th 2021] |
| 46 | Paraphrasing | **A re-statement of notions, opinions, ideas or text in own words preserving their essence that does not amount to verbatim or near-verbatim copying of the respective source, with a proper acknowledgement of the original source.** | | |

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8   Irish legislation

	Terms & Synonyms	Definition	Behaviour & Examples	References
47	Research Misconduct (see also 'Fabrication' and 'Falsification')	**Core 'Research Misconduct'** • **Fabrication of data** • **Falsification of data** • **Plagiarism** Data-related misconduct **Providing false or incomplete information in research.**	**Fabrication/Falsification/Plagiarism (FFP)** includes, for example: • Selectively excluding data from analysis; • Misinterpreting data to obtain desired results (incl. inappropriate use of statistical methods); • Producing false data or results under pressure from a sponsor. **Data-related misconduct,** for example: • Not preserving primary data where appropriate; • Withholding data from the scientific community; • Managing and/ or storing data badly. **N.B.:** the above applies to physical research materials as well. **Research practice misconduct,** for example: • Using inappropriate (e.g., harmful or dangerous) research methods; • Poor research design; • Experimental, analytical, computational errors; • Violation of human subject protocols; • Abuse of laboratory animals; • Concealment of research misconduct. **Publication-related misconduct,** for example: • Claiming undeserved authorship; • Denying authorship to contributors; • Artificially proliferating publications ('salami-slicing' and 'self-plagiarism'); • Failure to correct the publication record; • Including authors without their permission; • Selective citing to enhance importance of findings; • Establishing or supporting journals that undermine the quality control of research ('predatory journals'); • Grossly exaggerating the importance and practical applicability of findings.	See OECD Global Science Forum Best Practices for Ensuring Scientific Integrity and Preventing Misconduct (2007) [Accessed July 13th 2021] See Policy Statement on Ensuring Research Integrity in Ireland (revised 2019) [Accessed July 12th 2021]
48	Slicing Segmented publication Salami publication Salami slicing Salami science	**Unjustified breaking up of a study into two or more publications in order to increase the number of publications.**		

	Terms & Synonyms	Definition	Behaviour & Examples	References
49	Text-matching software	**Software that searches a text-based document and provides a list of in-text similarities and references to matching sources.**	Software used to check if sentences have been from a source copied but not referenced in the document. This software will also pick up commonly used phrases and any self-plagiarism.	
50	Unauthorised aid	**A source of information or a method for obtaining information that has not been authorised.**		
51	Unethical Authorship	Misrepresenting the author(s) of a piece of work.	**Including a person who has not contributed to the research as an author of the study; excluding a genuine contributor to the research from the list of authors of the study; changing the sequence of authors in an unjustified and improper way; removing names of contributors in later publications; using one's power to add his/ her name as the author of the study without any contribution; including an author without his/ her permission.**	See ENAI Glossary
52	Verbatim Plagiarism Clone (plagiarism) [Ctrl-C] plagiarism Literal copying	**Word-for-word copy from another source without providing attribution.**		
53	Whistle-blowing	**Making a disclosure in the public interest by an internal or external person, in an attempt to reveal neglect or abuses within the activities of an organisation (or its partners) that threaten individuals, standards, quality, integrity or reputation.**		

APPENDIX

APPENDIX 1:
The National Academic Integrity Network

1. Background
The National Academic Integrity Network (NAIN) was established in November 2019[9]. It identified two priority areas to be addressed by the Network in the first instance and established working groups to further its ambitions in these areas.

1.1 Objective of the National Academic Integrity Network
The National Academic Integrity Network was convened by QQI in November 2019 on the commencement of Section 43A of the Qualifications and Quality Assurance (Education and Training) Act 2012. The original Terms of Reference were updated in 2021 to reflect the maturing nature of the Network and its activities. The Network is focused on assisting higher education institutions to embed a culture of academic integrity and address the challenges presented by academic misconduct. To this end, the Network works to establish the nature of academic misconduct taking place in Irish higher education institutions; to identify and advise on appropriate measures institutions can take to educate staff and students, to develop approaches to prevent and address such misconduct; and to inform dedicated communications strategies.

The purpose of the Network is to advise and offer guidance on the identification of:

- the current landscape of academic integrity in Irish higher education;

- agreed principles of academic integrity;

- a lexicon of common terms and definitions in the field of academic integrity;

- identifying the roles and responsibilities of the key stakeholders in addressing this issue: HEIs, learners and QQI;

- good practice with regard to upholding academic integrity, preventing learners succumbing to academic misconduct through proactive measures, protecting learners from the lure of 'essay mills' and other types of cheating services, enabling the detection of suspected instances and sanctioning of proven academic misconduct reflecting the responsibilities of staff and learners to ensure academic integrity within institutions;

- a working methodology and procedures for the reporting and prosecution of instances of cheating within HEIs that are offences under the legislation;

- a strategy for HEIs to engage with learners as key partners in the embedding of a positive culture of academic integrity;

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9   The Terms of Reference for the Network are available on the Network webpage: National Academic Integrity Network (qqi.ie) [accessed 21 April 2021]

- key elements of a dedicated communication strategy for stakeholders;

- areas for dedicated enhancement activity and capacity building to support the nurturing of a culture of academic integrity in Irish HEIs.

1.2 Network Membership

- The Network comprises the following members:
- Higher Education Colleges Association
- Irish Universities Association
- Technological Higher Education Association
- National Forum for Research Integrity
- A Chair of the Network
- HEI representatives nominated by their Registrar from each publicly regulated higher education institution, and a number of private colleges which provide QQI awards
- International Centre for International Students (ICOS)
- Psychological Counsellors in Higher Education in Ireland (PCHEI)
- Librarians' Association of Ireland
- Student Affairs Ireland (SAI)
- Three SU members
- Representatives from the Union of Students in Ireland
- QQI Academic Integrity Executive

2.   Introduction to the Work of the Network

It was agreed that the first steps necessary in looking at academic integrity were to develop a common language to ensure mutual intelligibility. A working group was therefore convened to develop an agreed lexicon. This sectional work aims to develop a glossary of commonly used terms and group these where applicable into broader terms for reference. This is necessary as there is a broad range of definitions and the understanding of these can differ depending on the context.