1. **Avoid plagiarism**: when quoting, paraphrasing or summarising, you must always acknowledge the original source of information by citing and referencing.
   - [Avoiding plagiarism tutorial](#)
   - [Guide to paraphrasing](#)
   - [Guide to citing and referencing](#)

2. **Record where you obtained your information from**: make a record of where you obtained your information from. This may help to save time and confusion during the write-up.
   - [Source evaluation table](#)

3. **Good time management**: the temptation to cheat or take shortcuts can often be the result of poor time management. Always give yourself time to complete your assignment and be disciplined by making a plan.
   - [Assignment Planner](#)

4. **Avoid collusion with fellow students**: it is perfectly acceptable to help each other, but always submit original work that you have produced. Do not write anything for a fellow student, or allow them to write or edit anything you have written.

5. **Group work requires planning and cooperation**: you should take notes at your group meetings, record the contributions of individual group members and create a schedule that allows you and your group to monitor the progress of the project.
   - [Top tips for group work](#)

6. **Read your assignment brief carefully**: particularly when some group work is involved. It should clearly state when to work independently and when to work as a group.

7. **If you're unsure about anything, just ask**: you can ask your Personal Academic Tutor, your lecturer. If you’re at Highfield campus, drop in to the Academic Skills Hub, Hartley Library. Or if you use a site library see the webpage for details of appointments.
   - [Academic Skills website](#)