

Tips

- Study regularly and seriously.
- Create a study plan so that you can complete your assignments on time.
- Take advantage of lectures, tutorials and practice exams.
- Take care in applying the rules for quotation, paraphrasing and citation.
- Practice citation and review examples in scientific texts.
- In case of doubt, ask your instructor for help.
- In group assignments, be sure to make good agreements regarding the division of labour, and try to alternate roles. This way, you can gain experience with all tasks that you will need for individual assignments.
- Do not tempt others.
- Make use of the online tips and explanations: tulib.tudelft.nl/publishing (in English).

Remember that you can try again if you receive an unsatisfactory mark and that asking for help is not nearly as bad as cheating!

For advice, you can always go to your instructor, but you may also contact one of the academic counsellors. Make an appointment through the CEG faculty's E&SA secretariat (T 015 27 85742 or E w.terhark@tudelft.nl).

Fraud, do not be tempted

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Stress, time pressure, a missed class ... No reason for you to be tempted to be lax in playing by the rules. You are in a university environment in which you are being trained to become an independent-minded engineer. This includes an academic attitude, which means that you should learn to trust your own critical ability and to be evaluated according to your own performance. Whether conscious or unconscious, fraud has no place in this environment.

Fraud – a few examples

Cheating

Classic cheating during exams, copying your neighbour, using a cheat sheet or electronic means: when cheating, it is always clear that you are breaking the rules. Don't be guilty of this. Study regularly and seriously, review your practice tests and ask questions during class. You will then be well prepared for the exam, and you will have no need for such stopgap measures.

Plagiarism

In science, you are always building upon the knowledge of others. You will therefore make frequent use of texts written by other people. It is important, however, for it to be clear which ideas are from someone else and which are from you.

Simply stated, plagiarism means copying someone else's work and presenting it as your own.

Under certain conditions, you may quote segments from an article published by others directly: if the texts are not too long, if the segment is enclosed within quotation marks and if the source is cited. You may paraphrase ideas, as long as you use enough of your own words and cite your source.

The boundaries between quotation, paraphrasing and fraud are difficult to establish with certainty. Moreover, even the sloppy handling of these matters can be interpreted as fraud within an academic environment, given that every student and teacher is expected to follow the rules in this

Paraphrasing: Stating the content of someone else's text in your own words. Provide a proper citation.



regard precisely. At the beginning of your degree programme, attention is paid to ways of using and referring to sources. Additional information about proper quotation and paraphrasing is available on the website tulib.tudelft.nl/publishing. You should also not hesitate to ask your lecturer for help.

Free-riding

Because you will often be involved in group work, some students may rely too much on the efforts of their team mates. In order to prevent free-riding in a group, it is important to make clear agreements and records. Be sure to approach your lecturer promptly if there are problems in your group and not everyone is making an equal contribution.

Quoting: Verbatim copying of a text passage, as from an article, a book or the internet. Enclose the passage within quotation marks and provide a proper citation.



What do we do to prevent fraud?

Detection

Examinations are monitored in order to prevent fraud. Care is taken that you are not using cheat sheets etc. and that your mobile phone and other devices that are not permitted have been properly stowed away.

Works that you have written may be scanned for plagiarism or copying at random or in cases of doubt by the lecturer. Lecturers also look for evidence of equal effort of free-riding during group presentations and discussions.

Consequences

Lecturers report cases of suspected fraud to the Board of Examiners. The Board of Examiners issues a ruling on the suspected fraud, and they may impose a penalty that can range from a reprimand, exclusion from one or more examinations up to a one-year exclusion from all tests or examinations at TU Delft. In very serious cases, you may even be expelled from the university.