

GUIDELINES FOR USE OF SOURCES AND REFERENCING

Approved by the University College Director 10.07.2018 pursuant to Regulations for admissions, studies and examinations at Volda University College (Forskrift om opptak, studium og eksamen ved Høgskulen i Volda) 01.01.2015

1. Use of sources

1.1 Scope of the guidelines

1.1.1 The guidelines apply for work that constitutes all or part of coursework requirements or exams without invigilation at Volda University College.

1.2 Minimum requirements for use of sources

1.2.1 All direct quotes must be clearly marked in the text and sources that have been used must be acknowledged.

1.2.2 If a source is used without quoting from it directly, that source must be referenced. It must be apparent from the text where that source has been used. If in doubt about how this is to be done, the student must clarify this with the academic staff.

1.2.3 The reference list must include sufficient information for a source to be found after the assignment has been handed in. For all sources used in the assignment, a minimum of the following details must be provided:

- author / editor
- title of publication / part of publication
- publisher
- year of publication

1.2.4 For further information concerning use of sources, see Regulations for admissions, studies and examinations at Volda University College §5-8.

1.2.5 Each academic environment may provide more detailed rules concerning the use of sources.

2. Cheating / academic misconduct

2.1 Procedure in the event of suspicion of cheating / academic misconduct

2.1.1 As soon as suspicion of cheating / academic misconduct arises, the person responsible for approving a coursework assignment or assessing an exam answer must immediately inform the Director of Academic Affairs. The information must include the student's work (coursework assignment / exam answer), the reason(s) for the person responsible contacting the Director of Academic Affairs and any eventual documentation of the suspicion of cheating.

2.1.2 The Director of Academic Affairs prepares the case for the Appeals Committee.

2.1.3 For further information concerning the procedure in the event of suspicion of cheating, see Regulations for admissions, studies and examinations at Volda University College §5-10.