

## Study Skills for International Students

- An undergraduate or postgraduate degree is a programme of **independent study** – do make sure you use your own time to clarify and expand on the knowledge that you have gained by attending classes. Take responsibility for your own learning. Tutors will expect that you are studying outside of class time.
- If you fail any part of your course, you may be offered a resit (this is not automatic, it is decided by the Board of Examiners who meet in July each year). The resit period is during the summer. **Therefore you are strongly advised not to book flights home for the summer if you have failed a module**, or if you are still awaiting marks from a module. If you are asked to resit then you will be expected to attend over summer. There will be no exceptions made, so if you don't attend, you will not be able to progress or gain your degree.
- The college has an attendance policy, and hence **you are expected to attend all classes in your timetable**. These are not optional. Please make sure you are there, on time, and that you sign the register (this is monitored).
- Make sure you are aware of the what **'plagiarism' or 'academic malpractice'** are. If you do not know what these mean, then please ask for advice. There are sections in the undergraduate and postgraduate handbooks on this (ask someone if you cannot find these). The college has a very strict policy on these, and the consequences of not adhering to these can be significant. Here is a basic outline of how to avoid academic malpractice:
  - Never copy someone else's writing (e.g. copy and paste from a website) and put it directly into your essay, unless you put quote marks around it ("") and reference it properly (and include it in your bibliography).
  - When you read something about your essay topic, turn it into your own words if you include the idea in your essay, and put the source in your bibliography.
  - Staff check Wikipedia pages – DO NOT copy and paste text from Wikipedia into your essay.
  - Do not use Google Translate and copy text into your essay. This is still academic malpractice.
  - Do not work on an assignment with a friend or colleague and submit the same document. This is collusion, which is a form of academic malpractice.
- The RNCM checks phrases and sections of essays in books and Google, so please do not take the risk of committing academic malpractice. The college also uses the software Turnitin, which checks internet and scholarly sources and tells staff if any of your essay has been copied without being properly referenced.
- If your work is suspected of containing academic malpractice, then you will be called to discuss this with the Academic Malpractice Committee. It is their decisions as to what happens next. Penalties for this can be significant, so please make sure you do not put yourself in this position.

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