



PLAGIARISM

Guidance for Students

It is recognised that nearly all assignments and essays draw on the work of others: published research and critical commentary, lecturers' notes and hand-outs, etc. The effective use and evaluation of existing material are among the skills that students are expected to develop.

Material is cited in order to contribute to a larger line of argument, or to be subjected to scrutiny, or to be combined with other material in order to arrive at new perspectives; value should be added by some original thinking in the way in which it is used. In all cases, the source of the material (an idea or opinion, a quote, data, etc) must be acknowledged in a standard form of referencing.

Plagiarism is the passing off of another person's work as your own. It includes copying without acknowledgement from a published source (print or electronic), or from unpublished sources (e.g. another student's essay or notes). Plagiarism occurs when material is copied word for word, but not only in that circumstance. Plagiarism also occurs when the substance or argument of a text is copied even with some verbal alterations, such as in paraphrase or translation, without acknowledgement.

Plagiarism includes using material from books or periodicals, from the internet, from grind tutors, or from other students, without full acknowledgement of the sources. Copying and collusion are related to plagiarism. Copying occurs when a student copies work from a peer, with or without the consent of the original author. Collusion is when students collaborate to present work as if it were individual and original. Both copying and collusion are forms of plagiarism.

In instances where two or more purportedly original assignments show clearly derivative similarities that are unacknowledged, they shall both or all be treated as plagiarism unless the contrary can be demonstrated.

Plagiarism in any form of assignment contributing to marks or a grade for a course is a serious offence. It is a form of cheating on several counts: the perpetrator is attempting to obtain credit for work not done, and is also attempting to benefit from work done by somebody else. Plagiarism undercuts the whole thrust of scholarly enquiry that is the essence of education.

Plagiarism will be severely penalised wherever it is detected. Students submitting assignments, essays, dissertations or any form of work for assessment may be required to sign a declaration that the material in question is wholly their own work except where indicated by referencing or acknowledgement.

Students are reminded that any student submitting written work for continuous assessment can be asked by the marker or the department to take a supplementary test. This may take the form of an oral examination on the assignment in question and related issues, or the writing of a paper in controlled conditions.

Students should provide adequate and accurate referencing for their assignments. Gordon Harvey, *Writing with Sources: A Guide for Students*, (Hackett Publishing Company, 1998) is one of a number of booklets outlining good practice in reference and citation.

Disciplinary Consequences

Plagiarism is a form of academic dishonesty and will be treated with the utmost seriousness wherever discovered.

Examiners, tutors and markers are required to report instances of suspected plagiarism to the relevant Head of Department concerned.

Any student submitting written work for continuous assessment can be asked by the marker or the department to take a further test. This may take the form of an oral examination on the assignment in question and related issues, or the writing of a test paper in controlled conditions.

Requiring a student to take such a test does not necessarily imply that plagiarism is suspected.

In instances where an element forming part of an assignment (from a phrase or sentence up to a paragraph or two) is found to be plagiarised, marks will be deducted for that assignment, there will be no possibility of submitting a “make-up” assignment, and previous and subsequent work submitted in connection with the course may be subject to particular scrutiny. While the amount of marks deducted will be proportionate to the extent of the plagiarised material, the deduction may be severe.

In instances where a significant part or all of an assignment is found to be plagiarised, zero marks may be awarded for that assignment, there may be no possibility of submitting a “makeup” assignment, and previous and subsequent work submitted in connection with the course may be subject to particular scrutiny. In serious cases the plagiarism will be reported to the Supervisor of Examinations and the Committee of Discipline.

Plagiarism in postgraduate or research material is a particularly serious offence. Penalties imposed may involve suspension or expulsion from the course and from the University, in addition to deduction of marks. Early offenders may be required to attend educative classes.