

# Plagiarism

## What is plagiarism and how to avoid it?



### What is plagiarism?

Plagiarism means presenting someone else's work or ideas as your own (including work available in the public domain or work of another student or institution).

Plagiarism can happen accidentally because students aren't familiar with particular skills like referencing or it can be deliberate, for example copying text when time is limited.

### Examples of plagiarism include:

- Copying (word for word) someone's work without giving credit to the author
- Incorrect references or inadequately identifying the source of material used
- Forgetting to use quotation marks and appropriately referencing words copied from text
- Presenting another's concept as one's own
- Close paraphrasing, i.e., changing some of the language used in the original source but still keeping much of the language and structure the same
- Fake referencing: making up a quote or supplying a fake citation. The fake citation can be falsely stating that text/ ideas in your assignment come from a particular source or referencing sources in your work which are completely made up.
- Self-plagiarism - defined as reusing some, or all of your previous assessment in your new assessment without appropriately referencing yourself in the new submission.

Penalties will be applied if you are found to have engaged in any of these behaviours as it is important that students demonstrate academic integrity, acknowledging explicitly any material that has been included from any other sources.

Your tutors need to see **'your'** words in your work to show you have met the learning outcomes.



# How to avoid plagiarism

## Referencing

Referencing involves showing where the ideas presented in your work, have come from.

Each programme has its own style of referencing and the **library can support** you with developing these skills.

## Paraphrasing

It is good to read and use the knowledge of subject experts, however you should avoid copying their work (or the work of others).

Instead you should paraphrase others' work. **Paraphrasing** means rewriting the same information in a different way, using your own words.

## Quoting

Sometimes it is difficult to put text into your own words. You can occasionally copy text but you should put it in quotation marks and reference appropriately in order to avoid plagiarism.

## Turnitin

If your tutor allows, use **Turnitin** to see if your work is similar to work submitted by other students or published work. Make changes if necessary.

## Consequences

The consequences vary in severity depending on the circumstances around an individual case; whether it's your first academic misconduct offence; or if you have committed any previous academic misconduct offences.

### Examples of academic misconduct penalties are:

- Work marked down for over reliance on external sources.
- Resubmitting work but only ever getting a Grade of 16 for the component or module no matter how well you have done.
- Repeating the whole module in the future, having to pay for it and only being awarded a Grade of 16 no matter how well you have done.
- Research students may not be able to progress to the next stage until they have addressed the plagiarism issue and if plagiarism is severe they may not be awarded their degree and not be permitted to be reassessed.
- Expulsion from the University if you have a previous upheld academic misconduct offence.



## Support Available

**There is plenty of support at the university to help you avoid plagiarism:**

**LET- The Learning Enhancement Team (LET)** provide free support with Academic Writing & Language and Maths, Stats & Numeracy.

**Library** -The library have good resources on referencing and plagiarism.

**UniHelp** -UniHelp is the first place to go as they can direct you to the relevant services. Click **here** to access their services.

We have put together an online course called Student Success Essentials which covers how to complete assessments with integrity and avoid academic misconduct.

Click **here** to complete the online course today within My Learning.