

## **PLAGIARISM POLICY for STUDENTS**

### **WHAT IS PLAGIARISM?**

Plagiarism is stealing the work of others and deliberately passing it off as if it were your own. Plagiarism is now a form of academic misconduct that has reached epidemic proportions worldwide in all types of educational institutions. Academic misconduct in general includes cheating in examinations, impersonation of another examination candidate and plagiarism itself. Examples of plagiarism include such things as directly copying, cutting & pasting from the internet, copying from textbooks without reference to the author, quoting someone else's work word-for-word [including copying from fellow students] etc. Plagiarism is, of course, a major problem when it comes to extended project work carried out at home and submitted as Coursework. Be aware, all teachers, Examiners and Coursework Moderators are actively on the look-out for any sign of plagiarism. If you do this, and it is discovered and proved to the satisfaction of the Examination Board, all your scripts for all exams will be cancelled.

### **HOW DO I AVOID PLAGIARISM?**

The problem with plagiarism is that, not only is it often very difficult to spot, it is also sometimes difficult to know if one is guilty! Quite obviously this is especially the case for overseas students for whom English is their second language. However, it is not altogether easy for native speakers either. The problem here is that we all get most of what we ever know from other people. The trick, however, is to re-word, paraphrase and summarise what you have found in your own words. This is a difficult technical skill. It requires a high degree of expertise as regards use of the English Language and not everyone can do it. Certainly, few can do it well. Some just give up trying and do a "cut & paste job". This is where the problems set in. **No matter how hard you find it, you must never do this.** Instead, you must do your very best to express what you have found in your own words. The harder you try, the better you will get.

#### Avoidance Strategies

- Protect yourself by always acknowledging your sources and providing correct references at the end of your work.
- Practice summarising and paraphrasing the ideas of others in your own words e.g. in homework essays.
- Always err on the side of caution when you are unsure.
- Consult your teacher for guidance when in doubt.

**Please remember. Plagiarism is stealing. Don't do it.**