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ACADEMIC INTEGRITY - GUIDELINES FOR IDENTIFYING AND AVOIDING PLAGIARISM

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1. Examples of Plagiarism	<p><i>Plagiarism</i> can be defined as reproducing someone else’s words, ideas or findings and presenting them as one’s own without proper acknowledgment. There are many forms of plagiarism, including but not limited to the following:</p> <ul style="list-style-type: none"> • direct copying of sentences, paragraphs or other extracts from someone else’s published work (including on the Internet and in software) without acknowledging the source; • paraphrasing someone else’s words without acknowledging the source; • using facts and information derived from a source without acknowledgement; • using ideas directly derived from an identifiable author without acknowledging the source; • producing assignments which should be the student’s own independent work in collaboration with and/or using the work of other people (e.g. a student or tutor). 	
2. Helping Others to Plagiarise	<p>Assisting another person to plagiarise material may be punished as severely as is plagiarism itself.</p> <p>Assisting plagiarism may involve for example, a student lending work, selling or advertising work for sale which is intended for submission for assessment, or which has already been submitted, so that it can be copied and/or handed in by another student as that student’s own work.</p>	
3. Resources to Avoid Plagiarism	<p>Students may find it helpful to discuss assignments with other students and their tutors. The University encourages students to communicate with one another in constructive ways about the learning process.</p> <p>Students may choose to assist each other, for example in discussing the approaches that might be taken to assignment topics, or helping with the availability of reading materials.</p> <p>They should, however, write their assignments independently, except when they are asked to work on a project as a member of a group which is to submit a joint report as equal contributors.</p> <p>In this case, except where the final written work consists of sections for which particular individuals take sole responsibility, the group as a whole assumes responsibility for it and the proper acknowledgment of any use made of the words or ideas of people outside the group.</p>	

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4. Rationale for Penalties	<p>The vigilance of the University in regard to plagiarism is in response to the perceived growing incidence of plagiarism.</p> <p>The recommended penalties reflect the value the University places on academic honesty and how seriously it regards plagiarism offences.</p> <p>The University will protect its reputation for academic integrity by ensuring that serious and repeat offenders, who wish to obtain an unfair advantage through cheating, are given penalties proportionate to the offences committed.</p>
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