

Plagiarism and cheating: university definitions and policy

Please read the following text carefully. Submission of work for assessment is regarded as a declaration that you have understood its content.

In all assessed work you must avoid committing **plagiarism**. The University defines this, and its policy on the matter, as follows:

"Plagiarism is the unacknowledged use of another person's ideas, words or works. The work submitted by a candidate, if not his or her own, must make clear acknowledgement of the work of others by means, for example, of bibliographic notes or the use of quotation marks or in accordance with guidance provided by the tutor or supervisor concerned. Plagiarism may embrace more than a candidate copying work of others and presenting it as his [or her] own in dissertations, projects, essays or other submitted work. It also includes reproducing an author's written material from memory in the examination room in verbatim or near verbatim form without written acknowledgement. In short, students must not pass off the written words of others as their own either inside or outside the examination room."

In written assignments, you are particularly warned not to use any text, other than short and fully acknowledged pieces, that is copied directly from **internet sites** or **electronic versions of journals**. The origin of all diagrams, figures, tables, drawings and photographs, that you obtain from such electronic sources and reproduce in your submitted work, should be credited individually by reference to your source (*i.e.* web address, journal citation). This is most conveniently done at the end of the legend under each such import.

Evidence of plagiarism will invite stringent penalties: your work is liable to receive no marks, and the matter may be referred to the University Disciplinary Committee, which operates a strict penal procedure in this regard.

Unless an item of assessed work has been specifically designated by the tutor concerned as collaborative, it is assumed that any submission by you constitutes your own, unaided work. In all other circumstances, the University defines **cheating** as including the following:

"copying from or conferring with other candidates; the possession or use of unauthorised material or equipment; and the impersonation of an examination candidate. Candidates who knowingly permit themselves to be impersonated, or their work copied, will be regarded as cheating."

Again the University operates strict procedures on the matter and may refer students suspected of cheating to the University Disciplinary Committee.

(Based on <http://www.ncl.ac.uk/music/ug-hanbook-2001/Plagiarism.htm>)

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AES

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