



Plagiarism Policy

Plagiarism is passing off, or attempting to pass off, another person's work as your own. This includes copying the words, ideas, images or research results of another **without acknowledgement**, whether those words etc. are published or unpublished. It is plagiarism, for example, to copy the work of another student or a published article without crediting the author.

The consequences of plagiarism can be severe as it undermines the integrity of scholarship, research, and of the examination and assessment process. The guidance that follows explains what is meant by plagiarism and provides help in avoiding it.

When registering as a student with us you consent to your work being scrutinised both electronically and in person to check for cases of plagiarism. Your academic work will be submitted electronically reviewed using Turnitin or another software package. This will check whether your assignment contains sections that exactly mirror material found elsewhere on the internet.

Avoiding plagiarism

Coursework, dissertations, or creative work are meant to be your own original work. You may need to refer to the work of others, this is inevitable. Remember to always **acknowledge** your sources.

Observe the following guidelines:

- *Anything that is copied or quoted from another source, including electronic sources such as the internet, must be in quotation marks and attributed to the original author. This may be in the body of the text or as a footnote. Full details of a source should be contained in a bibliography. Whatever method is used, always acknowledge your source and give full details of it (i.e. author, date, page number).*
- *Synthesising the work of others involves putting their ideas into your words. This is fine, but again, acknowledge your source. This can be done in a number of ways depending on the context. For example: 'Hart (2003, 52) maintains that...' 'Hart (2003, 52) provides evidence for..': 'It is argued, or submitted by Hart (2003, 52) that...' Then give the source of the original work.*
- *Where you are generally indebted for your ideas to one or two main sources, this can be a bit trickier. If the ideas or the way they are presented come from one or two sources, make this clear. Do the same if they come from lectures. It is important not to claim originality where it does not exist but to indicate in general where the information comes from.*
- *Full citations in timed unseen examinations are obviously not expected, but you should indicate general indebtedness and always credit any quotations you have managed to remember.*

If in doubt when referencing provide source and reference the work. Consult your tutors if you have difficulties in the method of citing books and articles, which may differ from subject to subject.

Penalties

Should a student be caught in the act of plagiarism will receive a failing grade for the respective academic work and -10 points on the total grade in the course. Additionally, a student may be placed on the Academic Probation. Further instances may result in expulsion from the program.