

## **What is Plagiarism?**

Plagiarism is using another person's words and ideas in your work without crediting them. Examples of plagiarism include:

- Copying directly from a text, Word-for-word
- Using an attractive phrase or sentence you have found
- Using Text copied or downloaded from the internet
- Paraphrasing the words of a text very closely
- Borrowing Statistics from another source or person
- Copying from the work of another student
- Copying or downloading pictures, diagrams or photographs without acknowledging your source

## **Avoiding Plagiarism**

Ways to avoid Plagiarism:

- Take notes from all sources you have consulted
- Develop your own ideas
- Use your own words to explain your arguments
- Enclose extracts from someone else's work in single quotation marks
- Include footnotes or a reference list showing the source of your quotations
- Include a bibliography of all your sources at the end of your work

## **What is an Assessment Offence and will I be penalised if I commit an Offence?**

You will be penalised if you present work for assessment that is, in whole or part, not your own. Attempts to deceive assessors in this way will have the potential to devalue the qualification that you are working towards.

Plagiarism is a form of cheating that takes place when a student includes the work or ideas of other people in the work that they submit and suggest that this is all their own work. This includes passages or diagrams from books and articles, material from the internet, and work copied from other students.

## **How can I avoid plagiarism?**

Work produced by someone else may be summarised or repeated providing it is referenced to the original author. As well as text, work such as diagrams, maps and charts must also be acknowledged. In addition to the use of quotation marks when quoting from other sources, full reference for both should then be included in a bibliography at the end of the piece of work. A member of the Programme Team will advise you on how to reference source material correctly.