

“Plagiarism is using, without acknowledgement, someone else’s words, ideas or work.”

Introduction

Academic assessments exist to help you learn and to demonstrate your knowledge and understanding. Results show how fully you have demonstrated this and give you credit for your learning.

Good academic practice is the process of completing your academic work independently and honestly; using the appropriate academic style and with all sources fully attributed according to academic requirements.

When you submit a workpack you are asked to confirm that the work you are submitting is your own and has not been written by anyone else. Whilst you may collaborate with others in studying, **submitted work copied from or written jointly with others is not acceptable, unless collaboration is required in the particular assignment.**

Plagiarism

Plagiarism is using, without acknowledgement, someone else’s ideas or work.

If you submit an assignment that contains work that is not your own, you are committing ‘plagiarism’ and this is academic misconduct. This might occur in an assignment when:

- using a choice phrase or sentence that you have come across or translated from another source
- copying word-for-word directly from a text or other source
- paraphrasing or translating the words from a text or other source very closely
- using text downloaded from the internet, including that exchanged on social networks
- borrowing statistics or assembled facts from another person or source
- copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources
- copying comments or notes from a tutor
- copying from the notes or essays of a fellow student
- copying from your own notes, on a text, tutorial, video or lecture, that contain direct quotations from tutors
- using text obtained from assignment writing sites, organisations or private individuals.
- paying for work from other sources and submitting it as your own

It is important to understand that if you do not acknowledge fully the sources that have contributed to and informed your work you are misrepresenting your knowledge and abilities. Since this may give you an unfair academic advantage in assessment it is considered to be academic misconduct.