13. PLAGIARISM: INFORMATION TO STUDENTS

13.1 Plagiarism - Summary guidelines for Part II students studying genetics

“Plagiarism is defined as submitting as one’s own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.”

http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html

It is essential that, as part of your scientific training, you follow best practice with regard to avoiding plagiarism. It is an important aspect of academic integrity to cite all sources on which you base your work, be they published in hard copy or web based. Please note that the use of essays purchased from any source or copied from other students is unacceptable regardless of whether the source is acknowledged. Equally, it is not permitted to use your own work in multiple components of your assessment (for example to present the same essay, in part or as a whole, in answer to more than one exam question).

You are responsible for ensuring that you have read and understood both the University’s Statement on Plagiarism, and the guidance on plagiarism issued by the Faculty of Biology:

http://www.admin.cam.ac.uk/univ/plagiarism/students/statement.html
http://www.biology.cam.ac.uk/undergrads/exams/plagiarism

Coursework
Guidelines for citation are provided with the instructions for writing your Part II Genetics Literature Review and Project Report in section 8 of your Part II Genetics Course Guide.

Specific guidance for Part II BBS dissertations is provided on the BBS website:

http://www.biology.cam.ac.uk/undergrads/nst/bbs/dissertations

A study skills session, together with a session on plagiarism and how to avoid it, will be held early in the Michaelmas term (Friday 7th October 13:30).

You should read THE WHOLE of the guidance on plagiarism issued by the Faculty of Biology:

http://www.biology.cam.ac.uk/undergrads/exams/plagiarism
and reproduced here in section 13.2, including the section on “How to avoid plagiarism”. Your attention is drawn in particular to the following:

If you quote verbatim the work of others, it is NOT SUFFICIENT to acknowledge the source - you MUST ALSO place the text in quotation marks.

Written unseen examinations
Full citation is NOT EXPECTED in your written unseen examinations, taken in late May/ early June, at the end of the Part II Course. We do NOT want you trying to memorise citations! If you still have questions, you should talk to your Director of Studies, the Course Organiser, or the Part II Genetics Examiners.

Use of Turnitin for coursework submitted by Part II students studying genetics
The Genetics Teaching Committee has agreed that, for all Part II Genetics coursework, including BBS dissertations, a Senior Examiner may “submit all students coursework for analysis by Turnitin. This will be done automatically on each student’s piece of work once it is submitted on Moodle. One or more academics will be appointed as Academic Integrity Officers, whose role will be to analyse the reports resulting from the Turnitin analysis. These Officers will not be involved in
academic assessment of the work in question. If analysis by Turnitin reveals suspicions of plagiarism, the Chair of Examiners will be informed, who will proceed as per the advice at:

http://www.admin.cam.ac.uk/univ/plagiarism/examiners/index.html

For each item of coursework, you will also be required to submit an electronic copy on Moodle, along with the hard copies. At the time of submission you will be asked to sign a declaration,

“I declare that this extended project introduction/project report/dissertation (to be deleted as appropriate) is entirely my own work except where otherwise stated, either in the form of citation of published work, or acknowledgment of the source of any unpublished material. Moreover, I confirm that the electronic version submitted is indeed the file that is printed out in the hard copy.”

Full details of how to submit the electronic copy are available in your course guide (or for BBS students, via the BBS website).

13.2 The Faculty Board of Biology guidelines are available at http://www.biology.cam.ac.uk/exams/plagiarism & are reproduced below.

In general, plagiarism can be defined as:
The unacknowledged use of the work of others as if this were your own original work.

In the context of an examination, this amounts to:
Passing off the work of others as your own to gain unfair advantage.

Such use of unfair means will not be tolerated by the University; if detected, the penalty may be severe and may lead to disciplinary proceedings being taken against you.

1. The scope of plagiarism
Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include copying (using another person’s language and/or ideas as if they are a candidate’s own), by:

- quoting verbatim another person’s work without due acknowledgement of the source;
- paraphrasing another person’s work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- using ideas taken from someone else without reference to the originator;
- cutting and pasting from the Internet to make a pastiche of online sources;
- submitting someone else’s work as part of a candidate’s own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as ‘essay banks’ or ‘paper mills’, or not attributing research contributed by others to a joint project.

Plagiarism might also arise from colluding with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work. Plagiarism can occur in respect to all types of sources and media:
• text, illustrations, musical quotations, mathematical derivations, computer code, etc;
• material downloaded from websites or drawn from manuscripts or other media;
• published and unpublished material, including lecture handouts and other students’ work.

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in examinations may affect the mark given to the candidate's work. In addition, suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University's Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

2. How to avoid plagiarism

The stylistic conventions for different subjects vary and you should consult your Course Organiser or project supervisor about the conventions pertaining in your particular subject area. Most courses will issue written guidance on the relevant scholarly conventions and you are expected to have read and to follow this advice. However, the main points that apply to submitted work (e.g. dissertations, project reports) are:

• when presenting the views and work of others, include in the text an indication of the source of the material, e.g. 'as Sharpe (1993) has shown,' and give the full details of the work quoted in your bibliography;
• if you quote text verbatim, place the sentence in inverted commas and give the appropriate reference, e.g. 'The elk is of necessity less graceful than the gazelle' (Thompson, 1942, p 46) and give the full details in your bibliography as above;
• if you wish to set out the work of another at length so that you can produce a counter-argument, set the quoted text apart from your own text (eg by indenting a paragraph) and identify it by using inverted commas and adding a reference as above. NB long quotations may infringe copyright, which exists for the life of the author plus 70 years.
• if you are copying text, keep a note of the author and the reference as you go along, with the copied text, so that you will not mistakenly think the material to be your own work when you come back to it in a few weeks' time;
• if you reproduce an illustration or include someone else's data in a graph include the reference to the original work in the legend, eg (figure redrawn from Webb, 1976) or (triangles = data from Webb, 1976);
• if you wish to collaborate with another person on your project, you should check with the Course Organiser to see whether this might be allowed and then seek their permission;
• if you have been authorised to work together with another candidate or other researchers, you must acknowledge their contribution fully in your introductory section. If there is likely to be any doubt as to who contributed which parts of the work, you should make this clear in the text wherever necessary, e.g. 'I am grateful to A. Smith for analysing the sodium content of these samples';
• be especially careful if cutting and pasting work from electronic media; do not fail to attribute the work to its source. If authorship of the electronic source is not given, ask yourself whether it is worth copying.
Please note that during written answers for unseen examination papers, you will not be penalised for failures to reference information in this manner.

3. The Golden Rule:
The examiners must be in no doubt as to which parts of your work are your own original work and which are the rightful property of someone else.

If in doubt always cite the source where you obtained the information/work you are referring to. In addition, make sure that any work quoted verbatim is placed in quotation marks.
13.3 The investigative and disciplinary procedure

Flowchart of the process for handling suspected cases of plagiarism and collusion for examinations other than Research Degrees

Examiner, Assessor or other marker suspects plagiarism or collusion

- Marks work appropriately
- Sends evidence to the Chair of Examiners

Chair of Examiners decides whether the case is:

- Relatively minor
- Cannot decide
- More serious/unfair means suspected

See: Procedure for examinations other than Research Degrees

Non-disciplinary interview with student within Faculty

- Marks adjusted to reflect extent of poor scholarship

Case reported to the Secretary of the Board of Examinations/Graduate Studies and/or Proctors

- Relatively minor or inadvertent
- More serious/unfair means suspected

See: Investigative and disciplinary process for Chair of Examiners and Proctors

Investigative meeting

- Poor scholarship, not unfair means
- Unfair means admitted but offence is minor and is a first offence
- Unfair means suspected/major or second offence/cannot decide

- Marks adjusted to reflect extent of poor scholarship
- Refer to Advocate

Advocate interviews candidate before deciding whether to prosecute

Advocate decides not to prosecute

- Marks adjusted to reflect extent of poor scholarship

Court of Discipline/University Tribunal convenes

- Judgement including imposition of any penalty

Notice in Reporter

- Award confirmed
- Award changed or withheld

Student has option of appealing
13.4 Sources of further information and support

The University’s plagiarism website: www.cam.ac.uk/plagiarism
Turnitin UK’s website: http://www.turnitinuk.com/

13.5 University-wide statement on plagiarism

The General Board, with the agreement of the Board of Examinations and the Board of Graduate Studies, has issued this guidance for the information of candidates, Examiners and Supervisors. It may be supplemented by course-specific guidance from Faculties and Departments.

Plagiarism is defined as submitting as one’s own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include **copying** (using another person’s language and/or ideas as if they are a candidate’s own), by:

- *quoting verbatim* another person’s work without due acknowledgement of the source;
- *paraphrasing* another person’s work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- *using ideas* taken from someone else without reference to the originator;
- *cutting and pasting* from the Internet to make a pastiche of online sources;
- *submitting someone else’s work* as part of a candidate’s own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as ‘essay banks’ or ‘paper mills’, or not attributing research contributed by others to a joint project.

**Plagiarism might also arise from colluding** with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.

Plagiarism can occur in respect to all types of sources and media:

- *text, illustrations, musical quotations, mathematical derivations, computer code, etc*;
- *material downloaded from websites or drawn from manuscripts or other media*;
- *published and unpublished material, including lecture handouts and other students' work*.

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) is an essential component of any work submitted for assessment, whether written examination, dissertation, essay, registration exercise, or group coursework. The most appropriate method for attribution of others' work will vary according to the subject matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, whether written paper or submitted essay, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in examinations or assessed work may affect the mark given to the candidate's work. In addition, suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated.
and may be brought to one of the University's Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

The University makes use of text-matching software for the purpose of plagiarism education and detection, and reserves the right to submit a candidate’s work to such a service. For this purpose, candidates consent to the submission of their papers to the service and for the submitted papers to form part of the service’s comparative source work database. To facilitate use of the service, students (and participating Examiners and Assessors) may be required to agree to the service provider’s end-user agreement and provide a limited amount of personal data upon registration to the service, for instance, their name, email address, and course details. (August 2016)

**Discipline Regulation 7**

No candidate shall make use of unfair means in any University examination. Unfair means shall include plagiarism* and, unless such possession is specifically authorized, the possession of any book, paper or other material relevant to the examination. No member of the University shall assist a candidate to make use of such unfair means. (*Statutes and Ordinances 2015, p. 194*)

* Plagiarism is defined as submitting as one’s own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement.

Note that in all documentation produced prior to October 2015 this was known as Discipline Regulation 6.