

Plagiarism a College Guide for students on level 1 and level 2 courses

Plagiarism – What is it

Plagiarism - copying, lifting, stealing, and bootlegging. Trying to pass off someone else's work as if it were your own is cheating. If you cheat, you are in danger of being excluded from completing your course.

A good essay or assignment will contain lots of information you have found in books, magazines, the internet and other sources. This demonstrates that you have researched a topic. Whatever you do, don't forget to give the source of this information. If you do, you are in danger of being accused of cheating.

All marking tutors have access to special programmes which can check for plagiarism. In most cases it is very obvious to tutors when you are using someone else's words. A tutor would notice changes in the style of the writing. A change in the size and type of font is a clear indication that the work has been cut and pasted from the internet. Don't risk it!

Always put a list of all your sources at the end of your work. This is called a bibliography

What counts as plagiarism?

1. Copying material from a source (eg. a book, an article, the internet, another student) without giving details of your source of the information is plagiarism. If material is a direct word for word quotation, it should be put in inverted commas '....'
2. Copying material from a source and changing just a few words here and there **is still plagiarism.**
3. Copying from another student's work, or working together on an assignment that is supposed to be individual can also be plagiarism or unfair practice. Some assignments may allow you to collaborate on work, but unless this is clearly stated, working together counts as collusion and unfair practice.
4. You must never lend another student your assignments, no matter how desperate or close friends they are - you could probably both end up failing.
5. Be particularly careful about your use of the World Wide Web. You must give the web address of material from the Web, and it is very easy for tutors to find the site you copied the work from.

What could happen if you are caught!

Plagiarism is a serious offence which, if suspected, has to be reported to the examination board. In certain cases you could be asked to leave the college so you will not be able to complete your course. The examination board may also take action by preventing you taking any further qualifications through them, and possibly cancelling any certificates you have already obtained.

Remember if you cheat you will fail your course!