



# MARINE SOCIETY COLLEGE PLAGIARISM POLICY

2018 - 2019

## **Plagiarism Policy 2018 - 2019**

### **Introduction**

Plagiarism is presenting someone else's work, ideas, words, thoughts, designs, tables or figures as if they are your own. If you use someone else's words or text from their documents, you must acknowledge this by using quotation marks together with a note of the source of the quotation or by making reference to the author. If you use someone else's ideas, you must acknowledge the source by referencing and/or including the source in a bibliography. **You must identify sources as accurately as possible.** Even if you summarise someone else's work a reference to that person must be made.

Plagiarism includes written text, ideas, judgements, software, diagrams and graphs. Also included is self-plagiarism whereby someone presents work that has been presented elsewhere. If for example an academic presents a paper and then uses some of the words, ideas, or content subsequently in a later paper they must acknowledge that the original source was in the earlier presentation.

### **Why is Plagiarism so serious?**

Expression of original ideas is considered intellectual property and as such is protected by copyright laws.

### **Examples of Plagiarism**

- Copying someone else's work without acknowledging the source
- Submitting work that is not your own
- Copying, "chunks", from someone else's work and including them within your work without acknowledgement
- Cutting and pasting from the internet without acknowledgement of the source
- Using a direct quote without using quotation marks or acknowledgement
- Changing a few words in a sentence without changing the structure.

These are only a few examples so do be careful.

### **What are the Consequences?**

Plagiarism is taken very seriously by all academic institutions. In all cases if it is proved it will result in action being taken. In the case of our providers, NEC and OOL the following action will be taken:

- First offence – a written warning will be given
- Second offence - de-registration from the course

An appeal against the decision may be made within ten days of the decision being communicated.

**Last updated August 2018**