

study  
survival  
guides

a  
guide  
to...

PLAGIARISM

# plagiarism

Plagiarism is the inclusion of unacknowledged material within your submission of work and can be both intentional and unintentional.

Intentional plagiarism involves deliberately submitting another's work as your own but can also be failing to cite references for words or ideas from other academic sources.

This guide will answer the following questions for you...

What is plagiarism?

How do I avoid plagiarism?

What if I am accused of plagiarism?

What's the difference between a serious and a minor case?

# plagiarism

## what is plagiarism?

Examples of plagiarism can be:

- Fully quoting someone else's work without placing it in quotation marks or referencing correctly according to your courses specific referencing system. This could even apply to a single sentence.
- Using other material such as diagrams, charts, tables, coding formulae and figures (to name just a few) without providing a reference for that work.
- Presenting someone else's work or ideas in your own words (or paraphrasing) without referencing the original source.
- Copying work from another student and submitting it as your own with or without agreement from that student.
- If you collaborate on work with another student and then work is presented as your own. (for specific questions on collaboration then please ask your course tutor)
- If you submit work that has been previously submitted to Swansea Metropolitan University, in whole or in part, without adequate referencing to the earlier work. This means you can plagiarise yourself!
- If you buy or commission work and submit it as your own.

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## how do I avoid plagiarism?

You are expected to make yourself familiar with the different types of plagiarism and how to not commit such offenses.

Some departments may provide guidance that is specific to your course and this could include referencing systems that you are expected to use throughout your course. It is seen as your responsibility to learn how to use your referencing system, if you are having problems speak to your course tutor or study skills support for further advice.

Mary Davies, Study Skills Support Tutor  
Tel 01792 481039  
email: [mary.davies@smu.ac.uk](mailto:mary.davies@smu.ac.uk)

However If you feel like you are not getting the adequate support needed then speak to your course rep.  
(which can be found at [www.metsu.org/course reps](http://www.metsu.org/course reps))

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## what if I am accused of plagiarism?

If a member of staff considers or suspects that plagiarism has occurred in a piece of work submitted they will report the matter in writing to the Chair of the relevant Examining Board and the Academic Registrar as soon as possible.

The Chair of the Examining Board can then ask you to attend a meeting to explain and discuss the work and understand the honesty behind the work submitted. There has to be a permanent record of this meeting.

The Chair of the Examining Board will then decide if it is a clear case for plagiarism. If this is the case then they will inform the Academic Registrar.

There will then be an investigation by the Academic Registrar into the case and you will be informed by writing, and if they are satisfied there is a clear case for plagiarism then a committee hearing will be called.

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## what is the difference between a serious and a minor case?

### Minor Cases

In minor cases where it seems evident that it was unintentional plagiarism then there can be a written or verbal telling off and it will be recorded on your file. It's likely you will be recommended to seek support on referencing to avoid any repeat offenses.

### Serious Cases

In more serious cases your marks for that piece of work can be cancelled, or they can cancel your mark and postpone your graduation for a year after the date it would have been.

In the most serious cases they can cancel all your marks and stop you from being able to obtain any mark from that exam board.

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## contact us

You are entitled to representation from SU throughout this whole process so please get in touch as soon as possible and there is always the potential right to appeal (see separate guide)

The SU are here to help you throughout this whole process, it is very serious but don't worry if you familiarise yourself with all the procedures the hopefully this can all be avoided.

Students' Union President

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