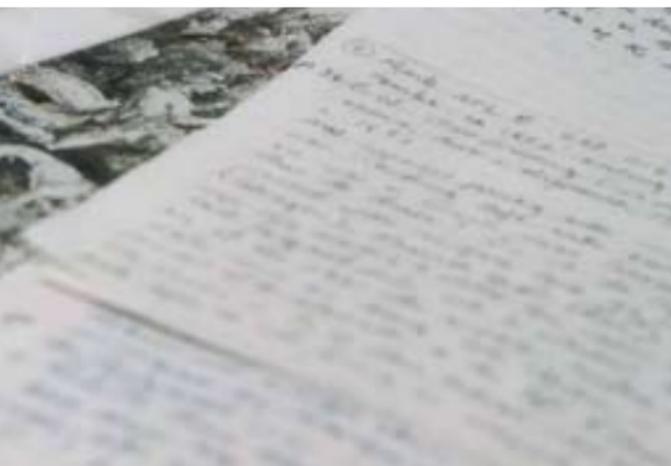


# PLAGIARISM AND HOW TO AVOID IT





## IT'S ABOUT ACADEMIC INTEGRITY

Academic integrity is a core value of Victoria University. Our success at learning, teaching and research depends on it. All members of the University community are responsible for upholding academic integrity. Victoria University's reputation for academic integrity adds value to your qualification.

Academic integrity means that university staff and students, in their teaching and learning, are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to lie about, steal or mistreat academic, intellectual, or creative work that has been done by other people. The aspect of academic integrity addressed in this pamphlet is plagiarism.

Victoria University does not tolerate plagiarism in any form. Plagiarism is dishonest. It is a form of cheating and violates academic integrity and ethical standards. It is unfair to other students. It also defeats the main purpose of university study—to learn and demonstrate individual achievement. Victoria University's position on plagiarism is clear:

- Plagiarism is prohibited.
- The University has systems in place to detect plagiarism.
- If you plagiarise you will be penalised under the Student Conduct Statute.

**Plagiarism is simply not worth the risk.**



## WHAT IS PLAGIARISM?

Victoria University defines plagiarism as:

*Plagiarism is presenting someone else's work as if it were your own, whether you mean to or not.*

'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must still acknowledge your sources fully and appropriately. 'Someone else's work' includes:

- material from books, journals or any other printed source
- the work of other students or staff
- information from the internet
- software programs and other electronic material
- designs and ideas
- the organisation or structuring of any such material.

Plagiarism is always unacceptable, whatever form it takes. The University of British Columbia<sup>1</sup> has identified various forms of plagiarism:

### COMPLETE AND NEAR COMPLETE PLAGIARISM

These are the most blatant forms of plagiarism. They involve direct copying of all or part of someone else's work and claiming it as your own without acknowledgement.

### PATCHWORK PLAGIARISM

This is less obvious but can easily be detected. It involves extracting material (phrases, sentences or ideas) from others' work and inserting it into your own work.

### INADVERTENT OR LAZY PLAGIARISM

This may not be deliberate—it often results from sloppy note taking. It includes incorrect insertion of quotation marks or page numbers, unacknowledged quotations or the inclusion of footnotes from other sources without acknowledgement.

### SUBMISSION OF THE SAME WORK IN MORE THAN ONE COURSE

It is also a form of cheating to resubmit work you have done in one course to meet the requirements of another. If you wish to build on your earlier work you should always first discuss it and obtain the permission of your lecturer.

## WHAT ABOUT PARAPHRASING—IS THAT PLAGIARISM?

You must take care when paraphrasing as it can easily result in plagiarism. Even when you put someone else's idea into your own words, you must acknowledge the source of the idea you are expressing in a correct bibliographic citation. If you make minor changes to wording or the order of sentences without acknowledging the source, you will be committing plagiarism.

Consider the following:<sup>2</sup>

### **ORIGINAL:**

'In research writing, sources are cited for two reasons: to alert readers to the sources of your information and to give credit to the writers from whom you have borrowed words and ideas.<sup>3</sup>

### **VERSION A:**

In research writing, we cite sources for a couple of reasons: to notify readers of our information sources and give credit to those from whom we have borrowed. (Hacker)

### **VERSION B:**

A researcher cites her sources to ensure her audience knows where she got her information, and to recognise and credit the original work. (Hacker, 1995, p.260)

Version B is not plagiarism. The student has used her own words to accurately convey the author's meaning and has fully acknowledged the source. Version A, however, is plagiarism as only minor wording changes have been made and, in addition, the citation is incomplete.

Student Learning Support Service has good resources to help you learn how to paraphrase correctly.

Go to [www.victoria.ac.nz/st\\_services/slss](http://www.victoria.ac.nz/st_services/slss)

## HOW TO AVOID PLAGIARISM

### KNOW WHAT PLAGIARISM IS

Victoria's Academic Integrity and Plagiarism webpage will help you understand what plagiarism is and develop the skills you need to avoid it. The page includes links to other university websites that show how to use information properly and effectively.

Go to [www.victoria.ac.nz/home/study/plagiarism.aspx](http://www.victoria.ac.nz/home/study/plagiarism.aspx)

### PRACTISE CORRECT CITATION

Citation and referencing styles may vary between courses. A number of the University's schools and programmes provide information on the specific conventions you should follow. Make sure you have a copy of the citation rules for your discipline and follow the conventions closely. If in doubt, ask your Course Coordinator or School or Programme Administrator for advice.

### DEVELOP EFFECTIVE RESEARCH SKILLS

Effective research depends on good time management (see below). When you take notes, take particular care to record quoted material accurately. Make sure you know where your writing closely resembles the work of others (this must be fully acknowledged) and differentiate such passages clearly from your own ideas.



### IMPROVE YOUR WRITING SKILLS

The best way to improve your writing skills is to practise! Use every opportunity you have to practise expressing ideas in your own words (remember to always acknowledge your sources correctly as you do) and organise your work so that it communicates those ideas effectively. Use the feedback (written and oral) you receive from your lecturer.

Consider enrolling in an academic writing course such as WRIT 101 Writing English or WRIT 151 Writing in English as a Second Language.

### LEARN TO MANAGE YOUR TIME

Sometimes plagiarism occurs because students run out of time. Always allow sufficient time to carry out research, rework drafts, check your sources and ensure you have fully acknowledged all ideas and material that are not your own.

### USE STUDENT LEARNING SUPPORT SERVICE

Student Learning Support Service offers workshops and one-to-one assistance to develop all the above skills and more. Go to [www.victoria.ac.nz/st\\_services/slss](http://www.victoria.ac.nz/st_services/slss)

Always keep copies of notes and drafts, in case your assignment gets lost. More importantly, you will need them if you are ever suspected of plagiarising.



## WHAT HAPPENS IF I AM SUSPECTED OF PLAGIARISM?

Plagiarism is an example of misconduct under the Student Conduct Statute (see [www.victoria.ac.nz/policy/studentconduct](http://www.victoria.ac.nz/policy/studentconduct)).

If University staff suspect plagiarism has occurred, they are expected to take action. If the matter is serious, the relevant Head of School or Pro Vice-Chancellor will make the final decision on whether the Statute has been breached. The Statute sets out provisions for review and appeal of the decision, and the penalties the University may impose if plagiarism is established. The penalties can be very severe. All penalties, including cautions for minor inadvertent plagiarism, are recorded on the Academic Misconduct Register (AMR).

Once a student has received a caution, any subsequent cases of plagiarism, no matter how minor, will be dealt with through the disciplinary process.

If an allegation of plagiarism is made against you, you can seek advice from:

- the Welfare Advocacy Organiser
- the Students' Association (VUWSA)
- the Facilitator and Disputes Advisor
- Victoria International
- the Associate Dean (Students) in your faculty.



## PROHIBITING PLAGIARISM IS ONLY FAIR

Victoria University expects, encourages and supports you to act with academic integrity. It is important you learn how to avoid plagiarism and always acknowledge the academic work done by others.

Because the University prohibits plagiarism, you can be confident that your marks and the assessment of other students are fair and reflect the work you put into your courses.

### REFERENCES

- 1 Gordon, C. H., P. Simmons and G. Wynn, 'Plagiarism: What it is and how to avoid it', Biology Program Guide, University of British Columbia. [www.zoology.ubc.ca/bpg/Advising/Plagiarism.htm](http://www.zoology.ubc.ca/bpg/Advising/Plagiarism.htm) (accessed 15/01/10).
- 2 These examples are drawn from 'Avoiding Plagiarism: Mastering the Art of Scholarship', Student Judicial Affairs, University of California Davis. <http://sja.ucdavis.edu/files/plagiarism> (accessed 15/01/10).
- 3 Hacker, D., A Writer's Reference, New York: St Martin's Press, 1995, p.260.



## KEY RESOURCES

Academic Integrity and Plagiarism website

**[www.victoria.ac.nz/home/study/plagiarism.aspx](http://www.victoria.ac.nz/home/study/plagiarism.aspx)**

### **Student Learning Support Service**

*Kelburn Campus:* Level 0, Kirk Wing, Hunter Courtyard

**Hours:** Monday to Friday, 8.30am–4.30pm

*Pipitea Campus:* Student Services, Level 2, Railway West Wing

**Hours:** Tuesdays and Fridays, 8.30am–3.30pm

**Phone** 04-463 5999

**Email** [student-learning@vuw.ac.nz](mailto:student-learning@vuw.ac.nz)

**Website** [www.victoria.ac.nz/st\\_services/slss](http://www.victoria.ac.nz/st_services/slss)

### **VUWSA Welfare Advocacy Organiser**

Victoria University of Wellington Students Association (VUWSA)  
Ground Floor, Student Union Building

Kelburn Campus

**Phone** 04-463 6988

**Email** [wao@vuwsa.org.nz](mailto:wao@vuwsa.org.nz)

**Website** [www.vuwsa.org.nz/support-and-advice/advocacy-office](http://www.vuwsa.org.nz/support-and-advice/advocacy-office)

### **Facilitator and Disputes Advisor**

Room 207, 14 Wai-te-ata Road

Kelburn Campus

**Phone** 04-463 5023

**Email** [disputes@vuw.ac.nz](mailto:disputes@vuw.ac.nz)

**Website** [www.victoria.ac.nz/disputes-advice](http://www.victoria.ac.nz/disputes-advice)



## FACULTIES

### Architecture and Design

139 Vivian St, Te Aro Campus

**Phone** 04-463 6200

**Email** architecture@vuw.ac.nz or  
design@vuw.ac.nz

### Commerce and Administration

Railway West Wing, Pipitea Campus

**Phone** 04-463 5376

**Email** fca-sao@vuw.ac.nz

### Education

Donald Street, Karori Campus

**Phone** 04-463 9500

**Email** education@vuw.ac.nz

### Engineering

Cotton Building, Kelburn Campus

**Phone** 04-463 5101

**Email** engineering@vuw.ac.nz

### Humanities and Social Sciences

Level 4, Murphy Building, Kelburn Campus

**Phone** 04-463 5745

**Email** fhss-enquiries@vuw.ac.nz

### Law

Government Buildings, 15 Lambton Quay

Pipitea Campus

**Phone** 04-463 6366

**Email** law-enquiries@vuw.ac.nz

### Science

Ground Floor, Cotton Building

Kelburn Campus

**Phone** 04-463 5101

**Email** science-faculty@vuw.ac.nz



TE WHARE WĀNANGA O TE ŌPOKO O TE IKA A MĀUI

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