

Plagiarism

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 failure to obtain your PGCE.

The scope of plagiarism

(a) Plagiarism may be due to:

- Copying (using another person's language and/or ideas as if they are your own);
- Collusion (unauthorized collaboration)

(b) Methods include:

- *quoting directly* another person's language, data or illustrations without clear indication that the authorship is not your own and due acknowledgement of the source;
- *paraphrasing* the critical work of others without due acknowledgement - even if you change some words or the order of the words, this is still plagiarism if you are using someone else's original ideas and are not properly acknowledging it;
- *using ideas* taken from someone else without reference to the originator;
- *cutting and pasting* from the Internet to make a "pastiche" of online sources;
- *colluding* with another person, including another candidate (other than as might be permitted for joint project work);
- *submitting* as part of your own report or dissertation someone else's work without identifying clearly who did the work (for example, where research has been contributed by others to a joint project).

(c) Plagiarism can occur in respect to *all types of sources and all media*:

- not just text, but also illustrations, musical quotations, computer code etc;
- not just text published in books and journals, but also downloaded from websites or drawn from other media;
- not just published material but also unpublished works, including lecture handouts and the work of other students.

How to avoid plagiarism

Guidelines for referencing all your assignments are outlined in the PGCE Handbook. You are expected to have read and to follow this advice. The main points to remember are:

- when presenting the views and work of others, include in the text an indication of the source of the material, e.g. 'as Hallam (2002) has shown,' and give the full details of the work quoted in your reference list at the end;
- if you quote text verbatim, place the sentence in inverted commas and give the appropriate reference, e.g. 'There is a long tradition of structured ability grouping in the UK' (Hallam, 2002, p 6) and give the full details in your reference list 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 adding a reference as above.
- 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 O'Brien and Guiney 2001)
- if you wish to **collaborate** with another person on an activity (e.g. team-teaching; action research) which may form part of an assignment, you should check with your subject lecturer whether this is allowed and make quite sure that the written assignment arising from it is entirely your own work;
- 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.

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.