

Plagiarism

The Student Advice Centre advises lots of students every year who have been accused of plagiarism. Most people who come to us have committed the offence by accident. Many do not realise the university will still consider them guilty and penalise them even though it was an accident. At worst they can be excluded from the university.

What is Plagiarism?

At its most severe plagiarism can be copying someone else's work extensively and submitting it pretending it is your own. In some very serious cases students pay other people to write their essays for them. Plagiarism can also be less deliberate. For example, plagiarism cases often involve students who have not put quotes in speech marks or used other people's ideas that they have not correctly referenced.

Take plagiarism seriously

The university publishes its policy on plagiarism in its student handbook. It is your responsibility to make sure you understand, remember and apply these rules. Read the Taught Student Handbook on www.leeds.ac.uk/students/handbook p 50. Listen to your school's induction talk when you first arrive at university: they will explain the rules to you. Read your school handbook – its policy on plagiarism should be clear. Different schools have different methods of referencing so it is vital you know what yours are.

To find out more about plagiarism and how to avoid it ask your course director to explain to you BEFORE you do your assessments. If you are accused of plagiarising look at the '**Student Advice Centre Guide to Cheating, Plagiarism, Fabricated and Fraudulent Coursework**' which can be found at:

<http://luuonline.com/advice/cheating.html>.

Plagiarism is easy – you need to take care to avoid it!

When writing up work as part of an assessment, show clearly where every idea comes from, even if it is just from a friend. Check your work thoroughly to make sure you have used quotation marks for all word for word quotes and referenced in the style that your school requires whenever you have referred to another source or used its ideas in your work. Using words or ideas from other sources without clearly showing this using your schools referencing and citation rules can result in you being disciplined by your school or the University.



- Very useful information can be found at:
www.ldu.leeds.ac.uk/plagiarism/



We don't want to frighten you but avoiding plagiarism by understanding the rules is essential. If you don't understand and you break these rules, even if accidentally you risk being disciplined, having to do extra work, losing marks, failing your course and, in the worst cases, being excluded from the University. If you don't understand the rules you can:

- Speak to your course tutor
- Check your school handbook
- Check the Taught Students Handbook
- Speak with the Student Advice Centre
- Visit the University Skills Centre

Contact the Student Advice Centre on 0113 380 1300 or email advice@luu.leeds.ac.uk for help.