

Referencing and Plagiarism (guide for students)



It is important that students **acknowledge any sources** used in the course of their research.

Students will be asked to take account of a range of materials such as books, reports, journals, online resources etc. It is expected that students will comment on these resources in written assignments, assessments and presentations.

- Teaching staff will expect students to **reference** the source. This can take the form of using quotation marks, acknowledging the author within the text or within a list of references. Students will receive information on how to reference other people's work, but it is important that students take responsibility for their own work and check to check if they are unsure of referencing guidelines.
- If a student fails to acknowledge another person's work, this may be seen as copying or **plagiarism**. Plagiarism may be defined in a range of ways;
 - Copying another person's work word-for-word.
 - Using another person's idea, but not acknowledging the author.
 - Copying directly from your own previously marked work.
 - **Collusion** is a form of plagiarism and describes a situation where individuals work with others, and submit identical pieces of work. If you are being asked to work as a group, you will receive guidelines on where it is acceptable to present joint findings, and where information should be presented in your own words.
- **If plagiarism is found to have taken place the student will receive a mark of 0% for the piece of work.**

The Open University has a useful guide to referencing and plagiarism.

<http://www.open.ac.uk/library/help-and-support/referencing-and-plagiarism>

Plagiarism (Coordinator Guide)

Students will receive a basic outline to plagiarism via LEARN, and receive further guidelines within their three Summer School courses.

Course Coordinators will apply discretionary judgement as to whether plagiarism has taken place. It is recommended that a process of moderation takes place where plagiarism is suspected, either within the course teaching team, or through discussion with the LEAPS Summer School Coordinator (Alison Train / Sarah Austen).

If plagiarism has taken place, the submission will be **awarded a mark of 0%**.