UCD School of Languages, Cultures and Linguistics
Revised Plagiarism Protocol (September 2018)

What is Plagiarism?

Plagiarism is one of the most serious academic offences. It runs counter to the very essence of education in a university, and is completely unacceptable.

Plagiarism can defined as:

> - *Using another person's words, ideas or work without crediting the original source*
> - *Copying and pasting directly from a source into your document*
> - *Passing off someone else's work as your own*
> - *Failing to put a quotation in quotation marks*
> - *Summarising or paraphrasing material without crediting the original source*
> - *Changing certain words or phrases but copying the ideas and sentence structure of the original source without crediting it*
> - *Citing sources you did not use or read*
> - *Submitting the same work for different assignments*
> - *In an essay or report, if you mainly rewrite sections from sources, even if they are cited, it is also considered Plagiarism*

While plagiarism may be easy to commit unintentionally, it is defined **by the act not the intention**. It is not a defence to claim that you did not intend to plagiarise.
All students are responsible for being familiar with the University's policy statement on plagiarism.
www.ucd.ie/registry/academicsecretariat/docs/plagiarism_po.pdf

Plagiarism in university can diminish the quality of a degree, so in plagiarising you are potentially seriously affecting the quality of the degree you will receive.

How to avoid plagiarism in assignments:

> - *Consult the guidelines on the UCD Library website:*
>   *www.ucd.ie/library/supporting_you/support_learning/plagiarism*
> - *On the Library website take the online tutorial and quiz:*
>   *www.ucd.ie/library/elearning/plagiarism/story.html*
>   *or the quiz at:*
>   *library.acadiau.ca/sites/default/files/library/tutorials/plagiarism*
> - *Brainstorm before consulting material in the library or online. See: www.ucd.ie/artspgs/studyskills/pres/004/story.html*
> - *Be methodical in your research, labelling material and noting all relevant information*
> - *Before starting to write, follow the recommended style sheet and any essay guidelines you have been given*
> - *Make sure you understand what you are writing about, and only use sources that you have fully understood*
> - *Consult your lecturer or tutor if you have any queries*
> - *When reading secondary works, pay attention to how they paraphrase, cite and reference*
> - *Learn to distinguish between general knowledge and knowledge acquired from other sources*
> - *Familiarise yourself with the conventions of citing and referencing, you can use the book **Cite Them Right** (808.072 PEA)*

How to avoid plagiarism in language assignments:

- *Consult the UCD library website and guides listed above*
- *When reading texts in the target language, select useful vocabulary and structures and record these systematically for later independent use*
- *Collect vocabulary in themed groupings*
- *If writing on a certain topic, read several texts in the target language dealing with that topic and note down the key words or phrases recurring in each*

Is it wrong to ask native speakers for help?

As with target-language texts, native speakers are also very important sources of support. However, a native speaker must not correct or write any part of an assignment for another student. This is plagiarism and cheating, and furthermore, it does not advance your own language-learning.

Native speakers may assist in the following ways:

- *Helping with reading of difficult texts*
- *Giving advice on correct idiomatic expressions and phrases for given expressions*
- *Helping students understand a difficult grammar point*

Plagiarism Declaration:

When you submit an assignment you must attach a signed Plagiarism Declaration available at: (http://www.ucd.ie/slcl/study/currentstudents/#). By signing the declaration you recognise the seriousness of plagiarism and accept the consequences that may follow should you be found out to have committed plagiarism.

Sanctions for Plagiarism:

Any cases of plagiarism will be investigated by the School plagiarism committee. Where plagiarism is found to have taken place, the committee will determine the appropriate penalty in accordance with the procedures listed in the university plagiarism policy. The committee may also decide to report the plagiarism to the registrar for further sanction where the plagiarism is found to be particularly serious.
All cases of plagiarism will be punished appropriately. Punishments for plagiarism range from re-submission with the grade capped at D-, to exclusion from the module.