University policy on Plagiarism:

DO NOT:

- copy sentences, phrases or paragraphs without acknowledgement
- incorporate material from books, journals, the internet, another student or any other source without acknowledgement
- submit work for assessment that purports to be your own work but is in fact jointly written with another student or other students (collusion)
- submit material that is identical or substantially similar to material which has already been submitted for the same or any other programme at this University or elsewhere (self-plagiarism)

Canterbury Christ Church University uses Turnitin on assessments to match any text found online or EVER submitted to Turnitin here or at any other University

If you are found to have plagiarised your assessment or you would like more info on the procedures for dealing with plagiarism please see www.ccsu.co.uk/plagiarism

ALWAYS use the draft submission on Turnitin, if it is available, this will enable you to see if your work is matching to other sources **before** submitting

Don't fall into the Plagiarism Trap

Things that lead to Plagiarism:

- Copy and pasting from the internet or online journals
- Borrowing a friend's work and using sections of it in your own work (even if your friend has already graduated)
- Using sections of your own work from other assignments (self-plagiarism)
- Over using large quotations from other sources with not enough of your own words
- Not putting your quotations in quotation marks with a reference in the body of the assignment as well as the bibliography
- Not properly referencing your sources
- Buying your work from the internet

WARNING: Turnitin WILL match text found on the internet or EVER submitted to this or any other university!

Avoid Plagiarism by:

- submitting assessments that represent your own work
- using the draft submission on Turnitin
- ensuring that phrases, sentences and passages taken from elsewhere are placed in quotation marks, or indented, and acknowledged
- making sure that any paraphrasing (putting it on your own words) of ideas and arguments from elsewhere are clearly referenced
- ensuring that the inclusion of any other intellectual property, for example, illustrations, diagrams, designs, computer software, in written text or project work is clearly identified and acknowledged
- making sure that the inclusion of material from any electronic sources is carefully referenced
- ensuring that where work is done collaboratively and a single piece of work is submitted; the collaboration must be allowed and it must be declared on the work
- making sure that the work being submitted, or any substantial amount of it, has not been presented previously or simultaneously for assessment in this University, or elsewhere

Students at all times are responsible for indicating the inclusion of the work of others in their submissions

WARNING: Plagiarism **does not** require **intent** on the part of the student to deceive the examiner; the act of plagiarism is sufficient for disciplinary procedures to be initiated!

WARNING: For Nursing and Midwifery students; paragraph 40 (page 17) in the NMC guidelines specifically makes reference to Plagiarism, the HCPC guidelines paragraph 12 (page 12) have similar regulations for Social Work, ODP, OT Radiography and Paramedic students. If your case is deemed to be serious misconduct this could lead to a potential Fitness to Practise Panel.

For more info on these guidelines and Fitness to Practise procedures please see www.ccsu.co.uk/plagiarism