

GUIDELINE DOCUMENT 4: (STUDENTS) HOW TO AVOID PLAGIARISM⁷

In academic writing such as assignments, dissertations, theses, research articles and reports it is standard practice to give an overview of the current knowledge about a topic and to provide evidence to support the points that you make. These ideas will form the foundation for your own arguments and will be integrated into your own work by means of

- quoting (using the exact words of another);
- paraphrasing (using the ideas of another in your own words);
- summarising (using the main points of another); and
- translating the original text and summarising or paraphrasing it.

If you do not acknowledge these ideas correctly it indicates either that

- you have not yet mastered the skill of referencing (citation) – which can be learned with the help of your lecturers and the guidelines that we provide; or
- you have succumbed to cheating, which will have to be unlearned because it constitutes criminal behaviour.

In either case you may be accused of **plagiarism** which can have serious consequences for your academic career and eventually for your professional life.

Please ensure that you fully understand the definition of plagiarism and familiarise yourself with the UP Policies and Regulations regarding plagiarism.

Each assignment should be accompanied by a Declaration of Originality (refer to page 27) in either MSWord format or PDF.

In the case of **group work** submitted for assessment, the module's study guide and the assignment's briefing sheet will make it clear whether the submission is a joint or individual assignment.

- In the case of a joint submission, sources must be correctly acknowledged, but it is not necessary for specific work portions to be attributed to individual members of the group. Each member of the group assumes responsibility for an assignment that is submitted under his/her name as well as the consequences of any plagiarism that might occur in such assignment.
- In the case of individual submissions resulting from group or collaborative work, it is the responsibility of each individual student to make sure that the submission is his/her own work. If other members of the group's work are drawn upon, it must be acknowledged.

Please make use of the opportunities provided to students to improve their academic and/or information literacy as well as an understanding of the principles regarding the ethical use of information.

⁷ Guidelines drafted by the Plagiarism Prevention Working Group during workshops held in 2008.

