

CARIBBEAN MARITIME UNIVERSITY
PLAGIARISM POLICY AND PROCEDURES

PURPOSE	The purpose of this policy is to set out the principles underpinning CMU’s expectations in relation to academic honesty, and for ensuring a fair and consistent approach in dealing with plagiarism, should it arise.
SCOPE	All undergraduate and graduate higher education courses
DEFINITION	Plagiarism is using the words or ideas of others and presenting them as your own. Such activity represents a form of fraud. It can take many forms, from deliberately seeking academic advantage by replicating the work of others, to accidentally copying from a source without acknowledgement.
POLICY STATEMENT	<p>CMU recognises that fostering academic honesty is a key element of ethical education, and is opposed to, and will not tolerate plagiarism.</p> <p>CMU also recognises its responsibility in ensuring that students are educated in, and understand their responsibilities in relation to, academic and professional honesty and plagiarism.</p> <p>It is unfair and dishonest for students to present or submit work for assessment that represents the work of others as their own.</p>
RESPONSIBILITIES	<p>It is the responsibility of all stakeholders which include students and staff to comply with this Policy and its contingent procedures, and to ensure that they do not commit, or collude with another person to commit, plagiarism. Work submitted or presented should be genuine and original.</p> <p>It is the responsibility of staff to ensure that course outlines and student handbook give clear guidelines on CMU’s Policy and Procedures on plagiarism and, where possible, should include discipline or subject specific examples. Students should also be provided with written guidance on the steps they might take to ensure that plagiarism is avoided.</p>

	Staff should be aware of the disparate educational background of students including some who may be unaware of the normal practices and expectations in relation to academic honesty, and as necessary support and guide them towards sources through which they can become aware of CMU's expectations in this regard.
Related policies, procedures and documents	Student Handbook
Responsibility for implementation	Deans of Faculties and Lecturers assisted by University Librarians and IT Department
Approval body	Academic Board
Date approved	
Date effective	26 th day of July 2018
Date of review	
Contact position	
Acknowledgements	<p>Relevant policies, procedures and definitions from a number of higher education providers, and other sources, were reviewed. Relevant policy documents from the following are gratefully acknowledged:</p> <ul style="list-style-type: none"> • National Institute of Dramatic Art (NIDA) (n.d). Plagiarism policy and procedures. • Nelms, G. (2012). Plagiarism overview: What research on plagiarism tell us.

PROCEDURES

All submitted assignments including the research project, must reflect students' authentic Effort. Plagiarism is a major form of academic misconduct and can be sanctioned by expulsion (See Examination Regulations)

Plagiarism often happens because in text citation may be a new requirement for some students. Students must provide a proper citation when they include information from any of the following in their assignments or any other source”

- books,
- journal articles,
- newspaper articles,
- essays, reports, projects, reviews, etc,
- theses, conference papers, mimeographs, etc.,
- other forms of written communication - e.g. notes from interviews, letters (whether personal or formal), notes from lectures or speeches, memos, etc.,
- items from the electronic media - e.g. www/ internet documents, TV programmes,
- cassette or CD recordings, faxes, telephone conversations, email messages, digital photographs and so on.

Note: This applies to direct quotes, paraphrases, summaries or copied graphics.

How to avoid plagiarism

In order to avoid plagiarism all sources must be cited correctly as per CMU's accepted writing style – the APA, 6th ed. Students will be taught how to reference their sources correctly.

Examples of plagiarism

Below are some examples of plagiarism:

- Material copied verbatim from text and source acknowledged but represented as paraphrased
- Material paraphrased from text without acknowledgement of source
- Material copied from another student's assignment with the knowledge of the other student
- Material copied verbatim from text without acknowledgement of the source
- Same assignment submitted more than once for different subjects
- Assignment written by a third party and represented by student as their own work
- Assignment copied from another student's assignment or other person's paper without the person's knowledge

Forms of Written Plagiarism

Plagiarism comes in many forms:

Word-for-word plagiarism

Copying words, phrases, sentences, even whole passages from someone else's text without acknowledging the source. Putting word---for---word copying in quotation marks while still failing to cite the source is still plagiarism.

Paraphrasing plagiarism

Changing the words of a sentence or passage or whole work and submitting them as one's own without acknowledging the source.

Plagiarism of secondary sources

Copying quotations, paraphrases, summaries, and/or just references to an original source taken from a secondary source without double checking the quotation or reference information and without citing the secondary source.

Plagiarism of the form of a source

Using the organization of an argument or report of information without acknowledging the source of the form, even if the content is completely different.

Plagiarism of ideas

Using an idea or ideas from another source without acknowledging that source, even if the ideas are presented in a different form and with different words.

Plagiarism of authorship

Simply putting one's name on an entire text produced by someone else and thus, claiming to have created that text.

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