What is plagiarism?

Plagiarism is a form of academic misconduct or dishonesty that involves passing off somebody else’s work as your own. It is a serious academic offence and may lead to failure or even expulsion. Plagiarism is:

- Copying another person's work or ideas (books, journal articles, the internet, etc.) without acknowledgement.
- Submitting work written by others (friends, family, commercial services).
- Failing to adequately reference your sources used for your assignments.
- Submitting previously assessed work of your own for a different module.

What is referencing?

Referencing is a method of indicating, in your text and in your bibliography, the sources you have used or been influenced by. There are different referencing systems in use at the University of Kent. To find out which style you should be using, check on moodle, or in your programme handbook, or on the University’s Academic Integrity website: http://www.kent.ac.uk/ai/styleguides.html.

How can I use my sources?

As a higher or degree level apprentice for most of your assignments you will need to read and use information extracted from published and unpublished sources. Using other people’s ideas or words in your own work is, therefore, standard academic practice. However, all sources used must be correctly identified and referenced.
When you read something that you want to use in your assignment, you can quote, paraphrase or summarise it:

**Quote**  Repeat word for word (*verbatim*) a full sentence, a part of a sentence, or a short passage; put it into quotation marks and cite the source.

NB: Do not overuse quotes

**Paraphrase**  Take a sentence or short passage, and re-write it using your own words, and cite the source.

NB: Make sure the meaning of what you are paraphrasing stays the same but the structure and wording are different.

**Summarise**  Give a shortened version of a short passage, cite the source

**Why is referencing important?**

- Your claims will be clearly supported by identifiable evidence
- Your reader can find and validate the sources you have referred to
- Evidence/research supported work will be more convincing
- Your lecturers can see what you have read and whether you understand it
- Your work will be more convincing
- Your work will reflect academic values and good academic practice

**How is plagiarism detected?**

All work is submitted via Turnitin to assist in the detection of plagiarism. Submitted work is matched against an international database of previously submitted work, current and archived internet pages and databases of journals and periodicals.