

## Plagiarism: what it is, and how to avoid it

### Plagiarism

Plagiarism is presenting other people's work as if it were your own. It is a serious matter, and the University has a set procedure to deal with this. Confirmed cases may result in students failing all or part of the module and may also be referred to the University authorities for further consideration. Avoid even the risk of plagiarism by doing the following:

- As far as possible, summarise, in your own words, material from outside sources;
- Do not copy out chunks of a book/article/report, or cut and paste
- Always name the sources you have drawn upon. For the Department's conventions on referencing see: The Reference Point
- Use exact quotations of another author's words, use quotation marks to indicate this, and reference the source fully, both in the text and in the reference list;
- Reference all material, including ideas, which is not either your own work or common knowledge.

### Collusion

Collusion occurs when two or more students co-operate to produce work, which is then submitted for assessment as the work of a single student. Collusion does not include work which is required to be submitted by a team as part of the assessment. Collusion occurs when a student:

- Knowingly submits work done in collaboration with others without the approval of the assessor.
- Collaborates with another student in completion of work which he/ she knows is intended to be submitted as that student's own, unaided work.
- Knowingly permits another student to copy all or part of his/her work and to submit it as the other student's unaided work.

This deception is a serious form of cheating and again the Department will investigate suspected cases and where it confirms that collusion has taken place, both parties will fail all or part of the module and again the case may be referred to the University authorities for further consideration.

Contact us:

Department of Geography, Room 23C, Rhetoric House, South Campus, Maynooth University

Tel: +353 1 708 3610 or 708 4760

Email: [geography.department@mu.ie](mailto:geography.department@mu.ie)

Twitter: @Maynoothgeog

Instagram: maynoothgeography











