



Play it straight  
Don't plagiarise!



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## What is plagiarism?

Plagiarism is a form of cheating wherein when you are asked to work independently on an assignment (essays, reports, presentations etc.) you use other people's work as it is and present it as yours.

### How do I know that my work classifies as being plagiarized?

- If you have copied any kind of information (text, diagram, charts etc.) from books, journals etc. and presented it as your work without giving any due credit it amounts to plagiarism.
- Verbatim copying of printed material and submitting them as part of Tutor Marked Assignment (TMA) without proper acknowledgement and source reference.
- Verbatim copying of material from the Internet, including tables and graphics.
- Copying other students' notes or reports and presenting it as yours.
- Using paid or unpaid material prepared for the student by individuals or firms.
- Utilization of, or proceeding to utilize, contraband materials or devices in examinations."
- For a group work (project), wherein two or more members are involved in producing the specific document, names of each of the members have to be listed.

## Examples of Plagiarism

### Copying from a single or multiple sources.

This is where the student uses one or more of the following as the basis for the whole, or a good part, of the assignment:

- 1 Published or unpublished books, articles or reports,
- 2 Material from internet without due acknowledgement.
- 3 The media (e.g.TV programmes, radio programmes or newspaper articles)
- 4 An essay from an essay bank
- 5 A piece of work previously submitted by another student,
- 6 Copying from a text which is about to be submitted for the same assignment

The Arab Open University does not tolerate plagiarism and dishonest behavior. It clearly states in Article 11 of the AOU Bachelor Degree Award rules and regulations penalties for cheating and plagiarism, which ranges from failure in the TMA or the course to dismissal from the University.

The University employs sophisticated soft-ware tools for plagiarism detection in TMAs. This is used to detect and identify plagiarized material whether from the internet or previously submitted TMAs or a similar TMA from another student of the same section or another section.

In addition, the tutors are quite experienced in identifying plagiarized assignments and can easily determine whether the authorship of the TMA belong to the student or not or if the TMA is purchased from specialized offices for preparing assignments.

## How to avoid Plagiarism?

- ☒ Make sure that in your reference list you acknowledge the source from where you are deriving information.
- ☒ When using a certain text, concept or a definition from an external source that you think is important and relevant to your assignment, you may copy the text between two quotation marks, "Copied text ". You will find an example of copied texts in the beginning of the brochure e.g. definition of plagiarism. Remember to cite the source in your assignment.
- ☒ Information that are too large to be quoted should be 'paraphrased' or summarized and written in your own words.
- ☒ You may seek your tutor's help towards any clarification regarding the TMA topic.
- ☒ To avoid plagiarism, you need to document all the ideas and points of view that are mentioned in your TMA by using standard methods of referencing and citations in the text and in the references section
- ☒ You might find the University book: The 'Sciences Good Study Guide' beneficial. It contains chapters that discuss how students can develop their writing and time management skills.



## Penalties against Plagiarism

Since plagiarism involves two kinds of wrong doings which are; "Using another person's ideas, information or expressions without acknowledgement that constitutes intellectual theft or passing on another person's ideas, information or expressions as one's own that constitutes as fraud", the University takes serious cognizance of it and penalizes students indulging in it . The university By-laws impose strict penalties in this case.

Article 11 of the Bachelor Degree Award rules and regulations of AOU impose penalties for cheating and plagiarism, which include:

	Penalty	Further Action	
Offense (1 <sup>st</sup> time)	Proposed deduction of marks	Preventive measures	Documentation
Plagiarized/ copied: <b>0 to 30%</b>	Assessment is marked normally, except for the plagiarized section. The tutor should comment on it.	Student is directed to refer to plagiarism tutorial.	
Plagiarized/ copied: <b>Over 30%</b>	Award 0 mark	Student is directed to refer to plagiarism tutorial and test.	Formal warning in addition to placing the incident in the student's record.
Purchased assignment/ contract cheating	Award 0 mark	Student is directed to refer to plagiarism tutorial and test.	Formal warning in addition to placing the incident in the student's record.
Collusion: Similarity level > 50%	No marks will be awarded for the questionable (colluded) section.	Student is directed to refer to plagiarism tutorial and test.	Formal warning in addition to placing the incident in the student's record.
Collusion: Similarity level > 50%			Formal warning in addition to placing the incident in the student's record.

## The plagiarism policy & plagiarism scheme of penalties at **AOU**

The plagiarism policy and plagiarism scheme of penalties at AOU rests on the following three principles and therefore you need to abide by:

### 1 Academic Integrity

You are expected to observe the highest level of integrity to the academic work undertaken by you. You must at no point of time adopt methods wherein you indulge in academic malpractice such as plagiarism and contribute towards misjudgment of their actual learning outcome.

### 2 Accountability

You will be accountable for any plagiarized work presented. All official forms for recording plagiarism numbers and implementation will be maintained by AOU.

### 3 Academic Judgement

Your tutor's academic judgement of your work hold utmost value.

For more information on plagiarism reading:

- Strategies for combating plagiarism
- Tutorial on plagiarism
- Plagiarism scheme of penalties

**Note:** information is widely available on the university website and lms