PROCTORIAL NOTICE

PLAGIARISM

1. Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others, without due acknowledgement. It is both poor scholarship and a breach of academic integrity, and as such is an example of unfair means under University disciplinary regulations. Plagiarism applies to all types of sources and media. The Discipline Committee has wide powers to impose penalties on those found guilty of using unfair means, including expulsion from membership of the University or deprivation or suspension of degree. For more information see: https://www.plagiarism.admin.cam.ac.uk/what-plagiarism/universitys-definition-plagiarism

2. Plagiarism involves copying another person's language, and/or their ideas, as if they are a candidate's own. Copying can occur by quoting verbatim, paraphrasing, cutting and pasting from the Internet, or submitting someone else's work as part of the candidate's own (including buying or commissioning work via professional agencies), without due acknowledgement.

3. Self-plagiarism also constitutes academic misconduct and is subject to disciplinary sanction. Self-plagiarism is submission of the same work, in part or in whole, that the student has already submitted for another degree, another examination or another assessment. Self-plagiarism will be treated by the Advocate as making use of unfair means.

4. Collusion with others (except where permitted for joint project work), duplication (submitting work which the candidate has previously submitted for another examination) and deliberately reproducing someone else's work, are also forms of plagiarism. A student who (other than in compliance with any relevant departmental guidelines about team working) provides their work for a fellow student to copy or draw upon in work to be submitted for examination may be charged with assisting another candidate to make use of unfair means.

5. Acceptable means of acknowledging the work of others (by use of quotation marks, referencing, in footnotes, or otherwise) vary according to the subject-matter and mode of assessment. Faculties and departments issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are expected to familiarize themselves with this guidance at the earliest opportunity, and to follow it in all work submitted for assessment. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

6. The guiding principle is that the Examiners must be in no doubt as to which parts of the submitted work are the candidate's own original work and which parts are the work of others, or work produced in collaboration with others.

7. In the context of an examination Examiners will only mark original work, so failure to conform to the expected standards of scholarship (e.g. by not referencing sources) may affect the mark given to the candidate's work. In addition, suspected cases of intentional or reckless plagiarism will be investigated by the University and may be brought to the Discipline Committee.

John Xuereb
St Catharine’s College
Senior Proctor 2018-19

Karen Ottewell
Lucy Cavendish College
Junior Proctor 2018-19

https://www.admin.cam.ac.uk/univ/so/