

These are real UVic student experiences. But it doesn't have to happen to you!

“My prof said I needed to improve my writing. I hired a tutor to help me with my essays, and now I am accused of plagiarism. I received an F!”

“My friend and I worked in the lab together, as authorized by the prof. Obviously, a lot of our answers are similar. When we handed in our reports, we were accused of cheating and failed!”

- If you hire a tutor, remember that their role is only to critique your work. The submitted paper must be entirely written by you.
- When doing group work, ask the instructor or TA to clarify to what extent students are allowed to work together, and what is to be done separately.

The ombuds is a resource to assist in resolving student fairness issues.

The ombuds can provide you with information, advice, and assist with problem solving.

Inquiries are confidential.

Student Union Building, B205
(upstairs, over Cinecenta box office)

Phone: (250) 721 – 8357

Email: ombuddy@uvic.ca

Drop-in Hours:

Monday and Tuesday
9:30 – noon

Monday and Wednesday
1:00-4:00

For more information find resources for undergraduate and graduate students on the ombuds website.

uvicombudsperson.ca

What You Should Know About Plagiarism

From the ombuds office at the University of Victoria



BECAUSE FAIRNESS MATTERS

What is plagiarism?

- Submitting the work of another person as original work.
- Paraphrasing or directly quoting material from a source without sufficient or appropriate acknowledgment.

Plagiarism takes many forms, including:

- self-plagiarism: submitting an assignment or part of an assignment written by you for another course or purpose
- working on an assignment with another person when asked to hand in individual work
- failing to differentiate clearly between your words and the language of your source
- failing to note areas of agreement between your work and the work of other writers
- using quotation marks in the wrong place
- providing inadequate or incomplete footnotes or references
- submitting a paper from the Internet (remember these can be traced!)
- putting together ideas from various sources (patchwork) without putting them in the context of your work, or without offering original work

Know your rights and responsibilities

- Cheating and plagiarizing are serious academic offenses. Depending on the severity of the case, penalties may include a failing grade, a record on the student's transcript, or a suspension.
- Plagiarism is sometimes due to ignorance or confusion, but **it is the responsibility of the student to know the rules**. Different disciplines may have different norms so clarify the rules with your instructor.
- Students are entitled to a fair process. Cheating and plagiarism offenses must be fully documented by the instructor; the department must provide notification of the offense to the student; and the student must receive a reasonable opportunity to be heard.

How to avoid plagiarism

- Ask your instructor, TA, or department about the appropriate style for referencing sources.
- Keep an accurate record of all your sources (including page numbers).
- Always distinguish between your ideas and the ideas of others, and your words and the words of others. Acknowledge areas of agreement between you and others.
- Keep copies of your work in progress, and consider submitting an early version of our work to the instructor or TA for comments.
- If you are not sure, ask questions and keep your instructor or TA in the loop.

Resources

- The Writing Centre located in McPherson library
- Counseling services' Guide to Writing Essays and Reports
- UVic Calendar: Policy on Academic Integrity
- Register for a writing course in your discipline, if possible.

If you are told that you plagiarized or cheated you can consult the ombudsperson at any point, especially if you need information or tips prior to an official proceeding. She can review what happened with you, help you understand the situation better, explain how the university defines and deals with concerns of academic integrity, and clarify your rights and responsibilities. She can also provide feedback on appeal letters and help you prepare for a meeting with university officials.