GUIDELINES FOR STAFF AND STUDENTS ON PLAGIARISM

Plagiarism is frowned upon in the University and as such penalties will be applied to any person found guilty of plagiarism. The following is an extract from The University of the West Indies Policy on Graduate Student Plagiarism approved by the Board for Graduate Studies and Research at its meeting in October 2010:

Definition of Plagiarism:

Plagiarism is defined as the unacknowledged use of the words, ideas or creations of another. The principal categories of unacknowledged use are unacknowledged quotation, which is failure to credit quotations of another person's spoken or written words; and unattributed borrowing, which is failure to credit another person's ideas, opinions, theories, graphs or diagrams. Unattributed borrowing also includes the failure to credit another person's work when paraphrasing from that work. Cosmetic paraphrasing is also plagiarism. This occurs when, even with acknowledgment, the words are so close to the original that what is deemed to have been paraphrased is, in fact a modified quote, but is not presented as such. A more technical form of plagiarism is wrongly attributed borrowing, where one does not acknowledge the work from which one obtained an idea, but quotes, instead, the original source without having read it. This may well convey a broader research effort than that actually expended and may perpetuate misinterpretation.

It is now a requirement for all students to pass their written assignments, be it coursework, theses, research papers, project reports through plagiarism detection software. In the case of theses, research papers and project reports, <u>supervisors are required to sit with their students and run the thesis, research paper or project report through Turnitin in order to provide guidance on any revisions that may be required as a result of this process. Supervisors must then sign the relevant forms indicating that the student has indeed run their work through a plagiarism detection software.</u>

Post Graduate Students submitting theses, research papers or project reports for examination must submit an electronic copy of the Turnitin report to the Office of Graduate Studies and Research.

What percentages are safe?

According to the Turnitin article on Interpreting Turnitin Originality Reports "<u>There are no clear</u> <u>cut rules for this as all work will probably contain some words from other</u> sources. As a guide a returned percentage of below 15% would probably indicate that plagiarism has not occurred. However, if the matching text is one continuous block this could still be considered plagiarism. A high percentage would probably be anything over 25% (Yellow, orange or red). Again this will depend on the students work and the requirements of the report or essay".

Please note that the Turnitin Report will be checked before the thesis, research paper or project report is accepted for examination by the Office of Graduate Studies and Research.

The University has created an account to allow you to check your papers for plagiarism.

Here are some instructions for creating a new student account:

- 1. Please visit Turnitin's website at www.turnitin.com then click on create account.
- 2. Under New Students Start Here click on Create a User Profile
- 3. Below *Have you Ever Used Turnitin?* Scroll down until you see *Create A New Account* click on *Student* (Please note the credentials will not work in any other instance).
- 4. Under *Create A New Student Account*, please insert the credentials (i.e. Class ID and enrolment password), complete the rest of the form and follow the instructions.

In order to obtain the credentials necessary to create your new student account please visit the Office of Graduate Studies and Research to pick up your UWI Grip Card.

Useful Turnitin Links

Getting Started: http://www.turnitin.com/en_us/training/getting-started

For further assistance with Turnitin please e-mail www.turnitin.com/help