

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 integrity¹.
2. Plagiarism commonly 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. Collusion with others (except where permitted for joint project work), duplication (submitting work which the candidate has previously submitted for examination) and deliberately reproducing someone else's work, are also forms of plagiarism. Plagiarism applies to all types of sources and media.
3. 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. For more information and guidance see www.cam.ac.uk/plagiarism.
4. 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.
5. 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 University's Court of Discipline. The Court has wide powers to discipline those found guilty of using unfair means, including depriving such persons of membership of the University, and deprivation of a degree.

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¹ CU Reporter 13th July 2011, p.981