



PLAGIARISM GUIDELINES FOR STUDENTS

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What is plagiarism?

The term “plagiarism” derives from the Latin word “plagiarius,” which means a kidnapper. According to the Merriam-Webster Online Dictionary, to plagiarize means: “to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source.” In addition, the University of Melbourne defined plagiarism “as the act of representing as one’s own original work the creative works of another, without appropriate acknowledgment of the author or source.”

Common Types of Plagiarism:

- Copying text, material, and ideas from the unpublished or published work of other individuals without their permission.
- Copying from other students.
- Borrowing papers or buying (ghostwriting).
- Direct quotation or paraphrasing without giving credit to the original source.
- Putting quotation marks and copying information incorrectly or changing it.
- Self-plagiarism (if an individual re-uses their own previous work).
- Doing any of the above intentionally or unintentionally is considered plagiarism.

Avoiding Plagiarism:

Plagiarism is common, it is a form of dishonesty, and it can be avoided by being honest while writing. There are many different strategies to avoid plagiarism such as quoting, paraphrasing, and summarizing.

Direct Quotations:

A direct quotation means using another person's exact words. However, the words must be identical to the original quote and it must be written with the quotation marks (" ") surrounding the quote. Quotes require a citation.

Quotations can be used when:

- contrasting and comparing certain points of view.
- critiquing or disagreeing with the author's argument.
- paraphrasing is not possible.
- supporting one's argument, and highlighting powerful phrases or passages that are particularly relevant.

Paraphrasing and Summarizing:

Paraphrasing means rephrasing an author's words and putting her/his ideas in your own words. In other words, paraphrasing is reworking the source's thoughts, sentence structures, and phrases with your own. Quotation marks (" ") do not surround paraphrased passages. Summarizing is similar to paraphrasing; however, it contains the main points of the original author's argument or thoughts. Summaries are significantly shorter than the original text is, and summaries can be from one or several sources. Citations must follow when you paraphrase or summarize.

Paraphrasing and summarizing can be used when:

- avoiding the overuse of quotations.
- using your own voice to demonstrate knowledge.
- offering an overview of a topic, and summarizing the main thoughts from a single source or several sources.

Citation:

A citation means that the particular material you wrote in your paper came from another source. Citations assist the reader in finding the original source and help you to avoid plagiarism. The source can be many different texts, such as books, websites, academic journals, and interviews. The citation includes information about the author, publication date, page numbers, website, or company name. There are many different citation styles; for instance, the American Psychological Association (APA) style, the *Chicago Manual of Style*, the Harvard style, and the American Medical Association (AMA) style.

Reporting Suspected Plagiarism:

Plagiarism is very serious, and its common consequences are failing in the research assignment by receiving "zero" or "F", disciplinary referral through being suspended from college or being expelled from the university, and legal punishment.

All students' submissions will be tested through the Blackboard system or the iThenticate software. A module leader (tutor) who suspects that a student's work contains plagiarism should submit a report to the head of the department. The module leader should report the full details, such as the probable source/s, determining which part of the student's work has been plagiarized, and the plagiarism percentage. The head of the department will consult with the module leader if the student has previously been detected as using plagiarism. Thereafter, the head of the department and module leader will assess the extent of the suspected plagiarism if it is major or minor (academic incompetence). However, this is not sufficient to conclude that the student has plagiarized. The module leader will inform the student, and then ask the student to attend a hearing session to express his/ her opinion and to obtain further clarifications. Before making the decision, the head of the department and a module leader should also discuss the case informally with the dean of the faculty of applied medical science or the vice chancellor as an external plagiarism assessor to confirm the decision and that the decision is in line with University Regulations policy. The following table illustrates the plagiarism level, meaning if it is major or minor.

major	<ul style="list-style-type: none"> -If the percentage exceeds 30%. -If the student did not include all citations. -If there is not a references section (bibliography). -If the references were not written correctly or in such a way that they could not be referred to original sources.
minor	<ul style="list-style-type: none"> -If the percentage is equal to or less than 30%. -If the student did not include some citations. -If the references were not written correctly or in such a way that they could be referred to original sources. -If there were turns of phrase that may be considered beyond the student's general writing ability.

Students in their bachelor's degrees and the examiner suspected minor plagiarism. The examiner can treat the case individually, and there is no need to report this issue to the head of the department. Whereas if the examiner suspected major plagiarism, he/she must report it. If the committee (the head of the department, a module leader, and dean of the faculty of applied medical science or the vice chancellor) decides to acquit the suspected student of plagiarism, the student will resubmit their work to decline the percentage; however, the total mark will be reduced up to 30% in the first chance and 50% in the second chance, depending on the extent.