



**PLAY IT STRAIGHT
DON'T PLAGIARISE!**

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What is plagiarism?

Plagiarism is a form of cheating wherein when you are asked to work independently on an assignment (essays, reports, presentations etc.) you use other people's work as it is and present it as yours.

How do I know that my work classifies as being plagiarized?

All the following cases are considered plagiarism :

- If you have copied any kind of information (text, diagram, charts etc.) from books, journals etc. and presented it as your work without giving without proper acknowledgement and source reference.
- Copying other students' notes or reports and presenting it as yours.
- Using paid or unpaid material prepared for the student by individuals or firms
- For a group work (project), wherein two or more members are involved in producing the specific document, names of each of the members have to be listed.

How to avoid plagiarism ?

1. Make sure in your reference to list your acknowledge about the source from where you are deriving information.
2. When using a certain text, concept or a definition from an external resource ,you may copy the text between two quotation marks, "Copied text ".
3. information that are too large to be quoted should be 'paraphrased' or summarized and written in your own words.

4. You may seek your tutor's help towards any clarification regarding the TMA topic.
5. You might find the University book: The 'Sciences Good Study Guide' beneficial. It contains chapters that discuss how students can develop their writing and time management skills.

The Arab Open University does not tolerate plagiarism and dishonest behavior. It clearly states in Article 11 of the AOU Bachelor Degree Award rules and regulations penalties for cheating and plagiarism, which ranges from failure in the TMA or the course to dismissal from the University.

The University employs sophisticated software tools for plagiarism detection In addition, the tutors are quite experienced in identifying plagiarized assignments and can easily determine whether the authorship of the TMA belong to the student or not or if the TMA is purchased from specialized offices for preparing assignments .

The Arab Open University does not tolerate any dishonest behavior, cheating, or plagiarism committed by students, **in accordance with Clause (7) of the Student Conduct regulations**. The penalties range from losing the grade of the assignment or failing the course, up to suspension from the university and loss of the bachelor's degree.

The following is the generic plagiarism scheme for all University programs, except for the Information Technology and Computing (ITC) program of the Faculty of Computer Science (FCS):

Offense (1st time)	Penalty	Further Action	
	Proposed deduction of marks	Preventive measures	Documentation
Plagiarized/copied: 0 to 30%	Assessment is marked normally, except for the plagiarized section. The tutor should comment on it.	Student is directed to refer to plagiarism tutorial.	
Plagiarized/copied: Over 30%	Award 0 mark	Student is directed to refer to plagiarism tutorial and test.	Formal warning in addition to placing the incident in the student's record.
Purchased assignment/contract cheating	Award 0 mark	Student is directed to refer to plagiarism tutorial and test.	Formal warning in addition to placing the incident in the student's record.
Collusion: Similarity level > 50%	No marks will be awarded for the questionable (colluded) section.	Student is directed to refer to plagiarism tutorial and test.	Formal warning in addition to placing the incident in the student's record.
Collusion: Similarity level < 50%	Award 0 mark		Formal warning in addition to placing the incident in the student's record.

The following is the plagiarism penalties for the Information Technology and Computing (ITC) program of the Faculty of Computer Science (FCS):

Offence (1st time)	Penalty	Further action
Similarity <30%	the tutor has the right to academically judge the percentage of the undiscovered plagiarism (if exist), hence taking the proper action	
Similarity between [30% - 49%]	deduct 30% of the marks	-
Similarity between [50% - 69%]:	deduct 50% of the marks	-
Similarity between [70% - 89%]	deduct 70% of the marks	Extra academic judgment
Similarity between [90% - 100%]:	Students get zero	Extra academic judgment

The plagiarism policy and plagiarism scheme of penalties at AOU rests on the following three principles and therefore you need to abide by:

- Academic Integrity:

You are expected to observe the highest level of integrity to the academic work undertaken by you. You must at no point of time adopt methods wherein you indulge in academic malpractice such as plagiarism and contribute towards misjudgment of their actual learning outcome.

- Accountability:

You will be accountable for any plagiarized work presented. All official forms for recording plagiarism numbers and implementation will be maintained by AOU.

- Academic Judgement:

Your tutor's academic judgement of your work hold utmost value.

please read the following policies for more information on plagiarism :

combating plagiarism
Plagiarism
Plagiarism Scheme of Penalties

