Dear Students’

Plagiarism may not always be an intentional activity on your part, however, the consequences of plagiarism are not something that you as a student would like to face. We would therefore urge you to read this guide and help yourself not to plagiarize.

As students at AOU you need to be aware that fifty percent of your grades depend on internal assessment that consists of Tutor Marked Assignment (TMA) and Mid Term Assessment (MTA). Plagiarism of any kind is dealt with very strictly as per the by-laws of the university.

The key element of your submitted assignment at AOU is that it should be entirely your own work wherein any information from external sources is appropriately acknowledged.

At Arab Open University we are determined to develop your skills in writing that are authentic and reflective of your understanding and in doing so we practice zero tolerance to plagiarism. This brochure guides you through the AOU policy on plagiarism.

WHAT IS PLAGIARISM?
The Online Oxford English Dictionary definition of plagiarism as “The practice of taking someone else’s work or ideas and passing them off as one’s own”.

**According to the Arab Open University By-laws, “the following acts represent cases of cheating and plagiarism:**

- Verbatim copying of printed material and submitting them as part of TMAs without proper academic acknowledgement and documentation.
- Verbatim copying of material from the Internet, including tables and graphics.
- Copying other students’ notes or reports.
- Using paid or unpaid material prepared for the student by individuals or firms.
- Utilization of, or proceeding to utilize, contraband materials or devices in examinations.”

**Examples of Plagiarism:**

- Part or whole of the text or document of other people’s work (published or unpublished) without the use of quotation marks, citation or acknowledgement.
- Rewording or paraphrasing someone else’s ideas and passing it off as yours.
- Passing of previously submitted assignment by another student as yours.
- Producing assignments written by professional assignment writing offices.
- In appropriate or incorrect references that do not match the work produced.

**How can you avoid Plagiarism?**

- Make sure you acknowledge the source from where you gather the information used in the assignment.
- When using a certain text, concept or a definition as it is, use them in quotation marks, e.g., "Copied text".
- Information that is too large to be quoted should be ‘paraphrased’ or summarized and written in your own words and acknowledged.
- You need to document all the ideas and points of view that are mentioned in your TMA by using standard methods of referencing and citations in the text and in the references section.
- You may seek your tutor’s help towards any clarification regarding citation and referencing styles that you need to follow.
Detecting Plagiarism

- The University employs sophisticated software namely (Turn ITIN) for plagiarism detection in TMAs. This is used to detect and identify plagiarized material whether from the internet or previously submitted TMAs or a similar TMA from another student of the same section or another section.
- Also, the Tutors are quite experienced in identifying plagiarized assignments and can easily determine whether the authorship of the TMA belongs to the student or not.

Penalties Against Plagiarism

The university By-laws impose strict penalties in dealing with plagiarism. Article 11 of the Bachelor Degree Award rules and regulations of AOU impose penalties for cheating and plagiarism which include:

- Awarding of zero for the specific plagiarized TMA.
- Documentation of warning in student record.
- Failure in the course to dismissal from the University.

For more on Plagiarism visit: www.arabou.edu.ku

PLAGIARISM !!
DO NOT DO IT!