

ALC Plagiarism Policy & Procedure

Policy

What is plagiarism?

- Plagiarism [from *plagiarius*, Latin for 'kidnapper'] is the unacknowledged use of material written by other people or an unacknowledged reworking of previous writing of your own. As a student you will often read passages from authors you enjoy and appreciate, and you may wonder how you could possibly say anything as well as they can. Nevertheless you need to write as much as possible in your own words, no matter how inadequate they may seem to you. And wherever you use the words of other writers, or your own words from a previous essay, make sure you give credit where credit is due.

How to avoid plagiarism

- Accordingly, all sources of information and ideas used in assignments must be referenced. This applies whether the information is from a book, journal article, the Internet, a previous essay you wrote, or a friend's assignment.
- Please read the sections on references, citations, quotations and plagiarism in *Write On!* and the current ALC Handbook both of which can be accessed from the ALC website.

Procedure

- If your lecturer finds plagiarism in your assignment, he or she will document the plagiarism for you and return the assignment for reworking and resubmission. Please note the guidelines for 'Resubmission of Assignments' in the ALC Handbook.
- Should your second attempt at the assignment contain any plagiarism, this will result in an automatic fail on that assignment. Moreover, once one incident of plagiarism has been documented in the ALC student records, any further incident in any assignment submitted at ALC will result in an automatic fail of that assignment.
- Each student is asked to certify that the assignment submitted is their own work. Please make sure you use the assignment cover sheet, and enter your name and date to indicate that you comply with the declaration:

I certify that the attached material is my original work. No other person's work or ideas have been used without acknowledgement. Except where I have clearly stated that I have used some of this material elsewhere, I have not presented it for examination/assessment in any other course or unit at this or any other institution.