

UBD School of Business and Economics

Guideline on Plagiarism

About Plagiarism

Academic writing is an important aspect of learning in higher education, with students expected to use various ideas and concepts from numerous sources to convey their answers in their assignments.

Plagiarism arises when words, ideas and/or diagrams are taken from a source (be it printed, online or conversation), and used elsewhere without providing due recognition to the source or author. This would appear as if the words, idea and diagrams came from the said student, which is a form of academic dishonesty.

The Universiti Brunei Darussalam Rules And Regulations For The Generation Next Undergraduate Degree August 2013 states in Clause 3.4:

Students should be aware that plagiarism is a form of academic misconduct that puts at risk their continuation as a student at UBD. The concept that is central to the allegation of plagiarism is that the student intended to plagiarise the work or ideas of another person.

Staff and Student Responsibilities

Staff are required to:

- Inform all new students on the importance of effective academic writing and avoidance of plagiarism, including but not limited to orientation sessions.
- Emphasize in the first session of their respective modules for each semester on the importance of referencing and the relevant referencing format expected in the module.
- Use relevant applications and tools such as turnitin during the submission process of any written work.
- Foster an environment of trust and respect for original ideas, whilst encouraging students to enhance their academic writing skills to develop their ideas further, for instance using theories and past publications, and guiding student to reference them appropriately.

Students are expected to:

- Be proactive in understanding plagiarism, referencing and effective academic writing techniques.
- Understand the different referencing formats that may be expected by different lecturers. Though UBDSBE lecturers generally use APA referencing format, check with your respective lecturers at the beginning of each semester on their preferred format.

What happens when students plagiarise?

UBDSBE takes instances of plagiarism as a serious academic matter, which may lead to a programme level and faculty level investigation.

1. The lecturer involved in the module will decide based on information attained whether there is a serious breach of academic integrity.

If the lecturer does not consider the matter to be a serious breach, he/she will advise the student on ways to improve their academic writing to avoid instance of plagiarism. No penalties will be imposed on the student.

2. If the lecturer considers the matter to be a serious breach, the lecturer reports the case with sufficient evidence to the Programme Leader and the relevant Deputy Dean, whom will investigate on (i) past instances of plagiarism by the student (if any), and (ii) the extent of plagiarism.
3. The relevant Deputy Dean and Programme Leader will interview the student to further understand the matter. This provides the student with an opportunity to explain the alleged plagiarism.
4. Based on the interview, a plagiarism report is prepared and provided to the Faculty Research and Ethics Committee providing evidence and recommendations/penalties on the allegation of plagiarism.
5. The Faculty Research and Ethics Committee will finalise on the appropriate recommendation/penalties and the student, through the Assistant Registrar of UBDSBE, will be informed of the outcome.
6. Through a formal letter, the student may appeal on the decision of the Faculty, which will be considered further by the Faculty Research and Ethics Committee.

What are the possible penalties imposed?

Various penalties may take place which includes but are not limited to:

- A written, formal reprimand which will be kept in the Faculty records.
- Resubmitting the assignment (attaining a Pass or Grade D should the student pass the re-submitted assignment).
- Reduced assignment marks if *the level of plagiarism* is considered constituting less than 30 percent of the assignment.
- A fail grade for the assignment, if *the level of plagiarism* is considered as 30 percent or more of the assignment.

Note that for the latter two, *the level of plagiarism* does not necessarily follow the expressed percentages provided by the referencing software; it could be based on the severity of plagiarism and consideration can be made on efforts to reference (in certain cases of poorly referenced sentences/wordings).

How can students avoid plagiarism?

To avoid the allegation of plagiarism, be it intentional or reckless plagiarism, students are advised to be well-acquainted with academic writing and acknowledge the correct source/author accordingly. This is generally done through (1) effective *paraphrasing* and (2) *quoting*, where appropriate.

- ***Paraphrasing*** refers to using the ideas or concepts of other author(s) but describing them in your own words. This means you are only capturing the gist or idea behind their words, and re-phrasing them in your own words. This is a highly recommended approach of academic writing and to avoid plagiarism.
- ***Quoting*** refers to copying the words exactly from the original or main source, without using your own words. This is another approach towards effective academic writing, though you are advised to use it sparingly.

Please refer to UBDSBE Referencing Guide for more details.

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Referencing Guide

A. General Approaches

Towards effective academic writing, there are two general approaches students are expected to use:

- **Paraphrasing** refers to citing the ideas or concepts of other author(s) but describing them in your own words. This means you are only capturing the gist or idea behind their words, and re-phrasing them in your own words. This is a highly recommended approach of academic writing and to avoid plagiarism.

When paraphrasing, two essential information are author (surname) and year. For example, an in-text reference looks like this:

“Garman (2006), in assessing the financial behaviours of consumers in credit counselling, found that...”

“...their financial situation to be ‘comfortable’ while some relatively affluent households were in financial difficulty (Kempson, 2003)”.

- **Quoting** refers to copying the words exactly from the original or main source, without using your own words. This is another approach towards effective academic writing, though you are advised to use it sparingly.

When quoting, three essential information are author (surname), year and page number. An in-text reference depicting a quote looks like this:

Further, “...those with above £5,000 had well under half the odds, falling to one-third the odds for those with £10,000 or more in savings.” (Kempson, 2004, p. 33).

B. Sources of Information

When you cite (or quote) something, the information goes in two places of your written work:

1. **In-text reference**
2. **List of references**

There are different forms of information you need to provide in these two places for different types of sources such as books, journals, newspapers and websites. The *In-text references* had been covered under ‘General Approaches’; the information below pertains to *List of references*.

Books

It is important to note that the title of the book must be italicized.

Structure:

Author(s). (Ed/s.) (Year of publication). *Title of Book*. Place of Publication: Publisher.

Example:

Keynes, John M. (1936). *The general theory of employment, interest and money*. London: Macmillan

Maslow, Abraham H. (1954). *Motivation and Personality*. New York: Harper and Brothers

Journal Articles

The title of the journal must be italicized.

Structure:

Author(s). (Year of publication). "Title of Article". *Title of Journal*, Volume No. (Issue Number), Page-numbers of article.

Example:

Lea, Stephen E.G., Webley, Paul, and Walker, Catherine M. (1995). "Psychological Factors in Consumer Debt: Money Management, Economic Socialization, and Credit Use". *Journal of Economic Psychology*, 16, 681-701.

Bryman, Alan (2006). "Integrating Quantitative And Qualitative Research: How Is It Done?". *Qualitative Research*, 6(1), 97-113.

Newspaper articles

The title of the newspaper must be italicized.

Structure:

Author(s). (Year of publication, date of publication). "Title of Article". *Title of Newspaper*, Page-numbers of article.

Example:

Othman, A. (2017, January 24). "Crown Price visits RKN10 Projects". *Borneo Bulletin*, p. 1-2.

Websites with author

The title of the website must be italicized.

Structure:

Author (Year of publication/last updated). *Title of website*. [Place of publication: publisher, if available] Available at: <URL: Website Address> Access Date.

Example:

Kahf, Monzer (2007). *The Calculation of Zakah: For Muslims in North America*. Available at <URL: http://monzer.kahf.com/books/english/Calculation_of_Zakah_-_revised_July_2007.pdf> Access Date: 01st February, 2017.

Websites without author

When there are no authors named, the title is moved to the author position, and the title is italicized.

Structure:

Title (Year of publication/last updated). [Place of publication: publisher, if available] Available at: <URL: Website Address> Access Date.

Example:

Poverty (2006). Available at: <URL: <http://www.credoreference.com/entry/penguinsoc/poverty>> Access Date: 25th November, 2010.

Others

The above sources are only some of the few sources you will need to reference. For information on other sources (such as conference papers and video tapes), please find the following websites:

APA Formatting and Style Guide:

<https://owl.english.purdue.edu/owl/resource/560/01/>

APA Referencing Tutorial:

<https://ilrb.cf.ac.uk/citingreferences/apatutorial/index.html>