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LUNDS
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Centrum för GeoBiosfärsvetenskap
Geologiska institutionen

Information regarding referencing and plagiarism at the undergraduate level

In an attempt to counteract plagiarism, Lund University uses the *Urkund* search engine for texts (<http://www.orkund.se/web2008/>). The tool searches for any similar or identical texts on the Internet. It can be used, for example, to find resources which students have used improperly in examinations and reports.

When presenting anything in writing as part of your course (including, e.g., home examinations, essays, reports and hand-in exercises) you may never use other peoples' work in such a way that it appears to be yours. For example, you may not:

- copy the work of other students in part or in full and submit under your own name,
- copy documents from the Internet or other sources in part or in full,
- paraphrase content from essays, books, articles, the Internet or other sources without clearly stating its origin,
- quote any sources word-for-word without formatting as a quote and a correct reference to the source,
- reproduce graphics or diagrams without referencing them correctly.

Using others' work without referencing is called plagiarism and within the University it is viewed as cheating. According to the Higher Education Ordinance (chapter 8, section 1) *disciplinary measures may be taken against students who by prohibited aids or other means attempt to deceive during examinations or when academic work is otherwise assessed*. Examples of deception include those listed above.

A great number of publications deal with the subject of how to handle sources, referencing, quotes etc. in written presentations. If you are unsure of how to use sources, referencing, quotes etc., please contact your tutor. You can also consult: Carroll, J. 2007: *A Handbook for Deterring Plagiarism in Higher Education*, second edition, OCSLD, 128 pp, ISBN 1-873576-74-9.

Lund University, as an institute of higher education, has an obligation to report all attempts to deceive during examinations or when academic work is otherwise assessed to the vice-chancellor. The disciplinary measures consist of warnings and suspensions. At the Department of Geology, all attempts at cheating are reported to the vice-chancellor of Lund University. The disciplinary board of the University then deals with the matter.