



A beginners' guide to

Unfair Practice

CONTENTS

Introduction.....	2
What is plagiarism?	3
Self - plagiarism?	4
Plagiarism examples.....	5
Why might plagiarism occur?	6
Why shouldn't I plagiarize?	7
Positive reasons for not plagiarizing.....	8
How do I avoid plagiarism?	9
Plagiarism and collusion.	11
Falsification and fabrication.....	12
The basic of common knowledge	13
What else do I need to know?	15
Conclusions	16
Dos and don'ts	17
Glossary	18
Reference	19

Introduction

Unfair practice is the situation when a student (alone or in conjunction with others) obtains or tries to obtain credits or advantages by unfair or improper means.

Everyone in education knows that unfair practice should be avoided, but not everyone is familiar with the forms of unfair practices.

Intentional, or accidental, any form of unfair practice is considered as a specific form of cheating which usually occurs when a student works independently on an assignment (e.g. essays, reports, presentations or dissertations).

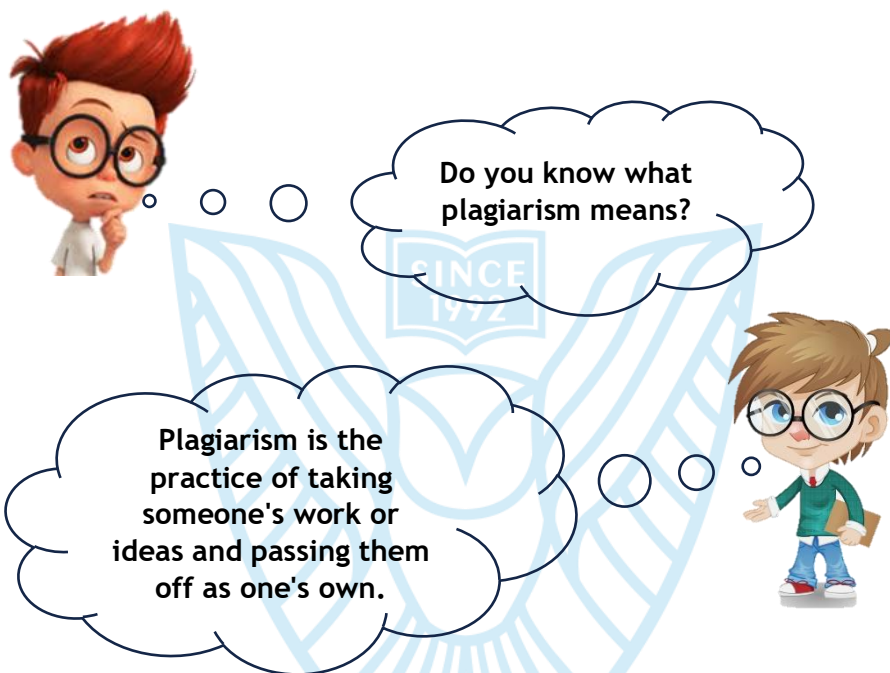
It is very important to be aware of and seek to avoid all the potential causes and forms of unfair practice.

The present guide on avoiding plagiarism aims to help students to identify and prevent such malpractices and to develop an awareness of ethical writing and authorship.

Written and designed by Saif Tawfeeq, MD
The coordinator of the Scientific Research and PhD Department

Issued in May, 2019
1st edition

What is plagiarism



Plagiarism is a special kind of cheating. Basically, it means stealing someone's ideas or work without acknowledging them. It might be because you don't know the rules of writing assignments or because you choose to take short-cuts.

The important thing to remember is that even if you don't intend to plagiarize, it will always be perceived as cheating! That's why this booklet is meant to help you.

Self-plagiarism



What we mean by
self-plagiarism?

It's the use of one's own
previous work in another
context without citing
that it was published or
presented previously.



Self-plagiarism is an attempt to take any of your own previously published text, papers, or research results and make it appear brand new.

Reusing of your own words can be an academic problem if you don't cite and discuss your earlier work. Such case can be considered as a dual publication.

When your manuscript contains uncited information even if it belongs to your own published manuscript, this means you are presenting entirely new discoveries which is not true.

The copyright of your publications is another point that you need to take into consideration. Violation of copyright is considered as a misconduct. If your article is too close to your already published work, it can be blocked based on the journal's rules. Make sure to read the publisher's plagiarism guidelines and rules in advance.

Plagiarism examples



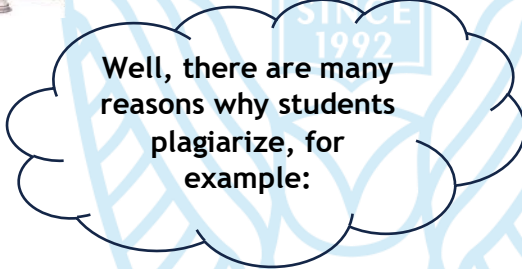
**Plagiarism comes
in different forms
and shapes such:**

- Copying from a classmate and presenting the work as your own.
- Copying material from any source (Internet, books, journals, the newspaper) without acknowledgment.
- Rearranging another author's words and sentences, or taking sentences from a different sources and joining them together to pass them off as your own work.
- Using someone's ideas, facts, graphs, tables, or code without acknowledgment.
- Allowing your own work to be copied by another student who hands it in for marking.

Why might plagiarism occur?



But why students plagiarize?



Well, there are many reasons why students plagiarize, for example:

1. When a student is not fully aware of what plagiarism is.
2. When a student does not fully understand the standards and requirements of academic writing.
3. It can be an easy response to poor time management.
4. To ensure success and not to displease a tutor.
5. It can be a response to information overload and the easy way to choose text which can be cut and pasted from the other electronic documents or pages on the Internet.
6. The student isn't familiar with paraphrase rules.
7. Attempt to gain the credits for the course without doing the work.

Why shouldn't I plagiarise?

A cartoon boy with red hair and glasses is sitting on a blue oval, resting his chin on his hand in a thinking pose. Three small circles lead from his head to a thought bubble.

So, what's wrong
with plagiarism?



Here are just a few
reasons why plagiarism
is wrong, and not worth
the risks:

1. Not doing your own work means that you limit your learning (**you cheat yourself**).
2. Taking someone's work and not giving them credit is unfair to them (**you cheat others**).
3. You may damage your future study and employment prospects (**who wants a dishonest student or employee?**).
4. You won't develop the skills you need to get and keep a job.
5. You stop yourself to think in a creative way and out of the box.

Positive reasons for not plagiarising



Here are just a few reasons why plagiarism is wrong, and not worth the risks:

➤ **Pride in Your Work**

Students should be able to take pride in their work and in the achievements they have attained. There is obvious satisfaction in knowing that you are developing your writing skills, the work you have submitted is yours, all resources are appropriately acknowledged, and the marks obtained reflect your effort and abilities and not others.

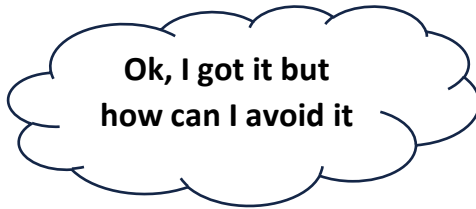
➤ **Real Level of Attainment**

Someone might plagiarize widely and not be discovered throughout the university staff. But are they going to learn something by this? I don't think so. The discovery that their superficial attainment does not match their real abilities will then become obvious when they find a job and start working in the same field. In the end, this could lead to dismissal and the termination of a career.

➤ **Learning**

It will not be possible to learn properly if you are not completing the required work properly. Completing your assignments provides you with a valuable opportunity to learn about your discipline area and communicate your understanding to others.

How do I avoid plagiarism



One solution might be that you write about your own ideas without using other sources. But that's NOT a good idea because you learn a great deal from what other people have thought, invented, created, constructed, composed or wrote. The better strategies for making your work plagiarism-free are:

➤ To use sources with care and respect

- ✓ Take notes to memorize where you got the information.
- ✓ Keep track of all used sources for each assignment.
- ✓ Cite all sources in your finished work to clarify who said what. By citing sources in your work, you provide background information about previous investigations, support your ideas, illustrate a point you want to make, and demonstrate the breadth of your research on a topic.
- ✓ Include all your sources in reference (or bibliography) section.
- ✓ Acknowledge and cite all the help you get.

➤ **To develop your academic and personal skills•**

- ✓ Plan carefully and start early to have time for your own work.
- ✓ Attend courses to improve writing and referencing skills.
- ✓ Ask for help (from teacher, library, or Scientific Research and PhD Department) if you are unsure about what you must do.

➤ **Play safe!**



- ✓ Don't leave your completed work lying around.
- ✓ Talk and study with your classmates but don't lend your work to others in case they copy it. It may be difficult to prove who did the work first.
- ✓ Don't be lazy. Do your own work!

➤ **Referencing!**

- ✓ One of the most important ways to avoid plagiarism is including a reference page or page of works cited at the end of your research paper, presentation and all your sources.

Plagiarism and collusion



How plagiarism and collusion can come together?

Collusion happens when more than one student contributes to a piece of work that is submitted as the work of an individual. Individual assessment work should be entirely the work of the student submitting it.

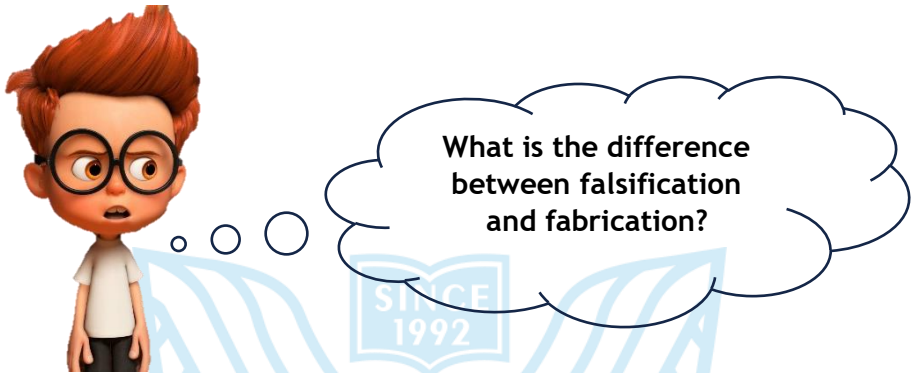
Working together with other students on a piece of work that will be submitted for individual assessment is not permitted and can result in an accusation of academic misconduct for all involved students.

It is also not permitted to work together on work in progress, research summaries, or drafts, as these preliminary works may result in a similarity of the finished products of the students involved.

Discussing the material and ideas you are learning with your colleagues is beneficial and is encouraged. However, when you start to write down the material that you will use for assessment, make sure this is entirely your own work, and do not share it with other students.

Collusion is different from group work where students are instructed by the university to work together and the work is then assessed as a group effort.

Falsification vs fabrication



Falsification:

Falsification is the changing or omission of research results (data) to support claims, hypotheses, other data, etc. Falsification can include the manipulation of research instrumentation, materials, or processes. Manipulation of images or representations in a manner that distorts the data or “reads too much between the lines” can also be considered as falsification.

Fabrication:

Fabrication is the intentional misrepresentation of research results or method by making up fake data that never occurred in the gathering of data or running of experiments. For example, reporting experiments that were never conducted, or adding some fake results, or removing the undesirable result.

The basic of common knowledge



Do I need to cite the common knowledge as well?

As noted above, the proper credit should be given to those whose ideas and facts are using. One general exception to this principle is the discussion of the ideas representing “common knowledge”. If the facts and figures those are discussing are assumed as known for the auditorium, there is no necessity to provide a citation.

Common knowledge can be defined as “information that the average, educated reader would accept as reliable without having to look it up”.

Therefore, the information can be considered as common knowledge if:

- It can be understood by and is known to an average reader;
- It isn't controversial and can be accepted as a fact.

A statement such as “1 Mile = 1.6 Kilometers” is fine without citation. It is broadly understood and there's no controversy around it.

To help you decide whether information can be considered common knowledge or cannot, ask yourself the following questions:

❖ **Who is my reader and what can I assume they know?**

Are you writing for a general audience or experts in the field? In academic writing, it is more likely that your reader will be an expert, and you can assume a certain level of shared knowledge. But if you include information from a different field, you should cite it.

❖ **Could my reader dispute this statement?**

If your reader might be surprised by your statement, question its accuracy, or contest it with other data, it is not common knowledge and you should provide a citation. If it is a foundational fact that everyone in the field agrees on, it is probably common knowledge.

❖ **Can my reader easily verify this statement across multiple sources?**

If you Google it, can you easily find more than five scholarly sources that give the same information? If yes, it is probably common knowledge. If some of the search results contradict each other or you have to dig further to find the facts, you should provide a citation.

For example:

The symptoms of Asperger's Syndrome would need to be cited for a composition in a general writing class but probably not need a citation for an audience of graduate students in medicine.

What else do I need to know?

❖ Using available solutions to manage your resources.

A free reference manager - Mendeley, is available at computers of Tbilisi Medical Academy's library. Mendeley is an application which can be used for generation of citations and bibliographies in a whole range of journal styles with just a few clicks and for easy import of references.

With the Mendeley you can easily organize and search your personal library, annotate documents and cite as you write.

❖ Electronic 'Detection' Software

The electronic detection software "Strikeplagiarism" is installed on computers of Tbilisi Medical Academy's library. This is a plagiarism detection software which helps the students and the academic staff to check their paper once assignments have been submitted.

❖ Penalties

Regrettably, plagiarism does sometimes occur. TMA has established penalties for students who plagiarize and it does use them. The relevant regulations and procedures are used to investigate the suspicion of plagiarism and if there is evidence that plagiarism occurred, various penalties are imposed depending on the severity of the case.



That's really
cool

Conclusions

We hope that this short booklet has assisted you to know what is plagiarism and how you can avoid the risk of plagiarism. We have shown how students may plagiarize without being fully aware that they are doing so and have identified some strategies to help you avoid plagiarism. It takes time and practice to fully develop your academic writing but in the meantime, you need to do all you can to avoid plagiarism.

Avoiding plagiarism is very important to properly concede to the contributions and information made by other people. It shows respect for their work; furthermore, you are giving credit where it is due. You are not deceiving the person who reads it to falsely believe that the work is yours.

If you are still concerned - ask your tutor before submission of an assignment. If you follow these advices and ask for guidance when you need it, you will be able to produce work that conforms to academic conventions and reflects the time and effort you put in.

“The principal mark of genius is not perfection but originality, which marks the beginning of new frontiers.”



Dos and don'ts

Use the following checklist after preparing and before submission of your essay!

Dos	Don'ts
- Understand the various forms of academic dishonesty.	- Don't think you can get away with improper citations; give credit every time and everywhere when needed.
- Properly cite any resources that you have used by using the correct style (APA, MLA, etc.) when paraphrasing, summarize the author's ideas with your own words.	- Don't forge data in your research to support your hypothesis.
- Report someone you suspect of academic misconduct to your instructor.	- Don't put down others' ideas in group discussions without quoting them.
- Talk to your instructor when you are unsure of any aspects regarding academic integrity (eg. citation, cheating, sources); they will be happy to answer your questions.	- Don't accept someone's offer to do independent work together if it makes you feel uncomfortable.
- Start your assignments early.	- Don't use essays and work from other classes without first receiving the permission of your professor.
- Manage your sources and develop your own voice and style.	- Don't work just for a grade, work for real learning.

Glossary

Citing

Formally acknowledging within your writing, the source or sources from which you obtained the information.

Citation

The act of quoting - it means the passage or words which you took from a source and reproduced in your text. The source of the quote should always be given with it.

Bibliography

A list of all sources (eg. books, articles, online resources and etc.) which you have used in completing the assignment.

Reference

The detailed description of the item from which you have obtained a specific piece of information.



References

- <https://www.stir.ac.uk/media/stirling/services/academic-registry/documents/book-of-plagiarism.pdf>
- https://www.polyu.edu.hk/ogur/academic_integrity/Plagiarism_Booklet.pdf
- <https://www.hec.gov.pk/english/services/faculty/Documents/Plagiarism/Little%20Book%20of%20Plagiarism.pdf>
- <https://www.plagiarismtoday.com/2018/12/04/understanding-common-knowledge/>
- <https://www.scribbr.com/plagiarism/common-knowledge/>
- <https://academicintegrity.unimelb.edu.au/forms-of-plagiarism/collusion>
- <https://www.aje.com/arc/self-plagiarism-how-to-define-it-and-why-to-avoid-it/>
- <https://www.e-education.psu.edu/bioet533/node/654>



Address: Georgia, Tbilisi. 0144,

Ketevan Tsamebuli ave., 51/2

E-mail: tma@tma.edu.ge

Phone N: (+995 32) 2912484