Sur University College

Plagiarism Policy

The following actions are considered as plagiarism but not limited to, according to the College regulations:

1) Intentional or unintentional use of other's words.
2) Use of any quotes or phrases of any other author.
3) Use of part or full published or unpublished articles of other author (s).
4) Submission of other's works.
5) Copying others spoken or written words by any means.
6) Paraphrasing others ideas or opinions.
7) Quotation of examples given or spoken by others.
8) Exercise of statistical tables, values and facts done by others.
9) Use of graphs and drawings developed by others.
10) Mere translation of others views and ideas.
11) Rephrasing others ideas, works and views.

Avoiding Plagiarism:
1) Proper references, acknowledgements and credits to each use of others works.
2) Annotations on statistical tables, graphs and drawings.
3) Citations and / or footnotes wherever required
4) Defining the sources of data and information.
5) Providing bibliography.
6) Appropriate Source references, cross references and content references.

Referencing Methods:
Any of the following suggested referencing method / style shall be followed.
1) APA Referencing Method
2) Harvard Referencing Method
3) British Standard Method
4) Parenthetical Referencing Method
5) MLA Referencing Style
6) Vancouver Referencing Style
7) AIP Referencing Style
8) Chicago Referencing Style
9) IEEE Referencing Style

Actions / Punishments / Penalties:

1) Student caught with plagiarism first time shall given warning and "Zero" in the particular work.
2) If the student found guilty for the second time shall be given "Fail" in the course and shall not be allowed to write / enter any other assessments.
3) A student found guilty more than two times shall be given "Fail" in the semester.
4) If the student repeats the same fault again shall be suspended from the college not more than one academic year.