

Lucerne, 16 June 2008

Plagiarism Information Sheet Prevention and Action

Issued by the Commission for Teaching and Learning (ULEKO) on 5 June 2008

– For students and doctoral students –

(Approved by the Senate on 16 June 2008)

I. Purpose and area of application

Plagiarism is prohibited as it violates academic ethics. Students should therefore be informed about this issue as a preventative measure (prevention). Clear regulations should also reinforce the fact that plagiarism is prohibited (action).

II. Definition

Plagiarism is the use of a third party's intellectual work without crediting the source.

An act of plagiarism exists irrespective of whether the falsely created impression of authorship is deliberate (intentional) or accidental (unintentional).

The reproduction of a work without reference to the author is an act of plagiarism, irrespective of any copyright protection.¹

III. Forms

The following types of plagiarism are not permitted:

*Types of plagiarism*²

- *Full plagiarism*: a third-party text is adopted in its entirety without naming the source.
- *Partial plagiarism*: excerpts from a third-party text are used without naming the source.
- *Covert plagiarism*: a section of third-party text is used without a direct reference to the source. For example, a work is listed in the bibliography and used in the text, but not cited at the appropriate point in the text.
- *Translation plagiarism*: a third-party text is used in translated form without a proper credit.

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Forms of plagiarism

- *Literal reproduction*: quotations that are not placed within quotation marks and provide no indication of the source, either in brackets or as a footnote, are acts of plagiarism.
- *Indirect reproduction*: the content or idea of a text is rendered in the student's own words (paraphrased) without specifying the relevant source.
- *General knowledge*: the use of expert general knowledge without specifying the source is only considered plagiarism if the student adopts the same presentation method as the other author.

IV. Prevention

From the start of their studies, students should be taught the proper criteria for academic work (correct citing of sources, bibliographies etc.) and should put them into practice. There should be clear communication of the action taken by the university to deal with cases of plagiarism.

Seminar papers, bachelor's and master's theses and doctoral dissertations should include a declaration signed by the student / doctoral student certifying that it is entirely their own work. The declaration should also confirm that no other sources or resources were used other than those specified.

V. Action for dealing with plagiarism

If an act of plagiarism is discovered, the following regulations apply:

- *First infringement*: if a piece of written work or a dissertation contains plagiarised sections, the applicable Study and Examination Regulations of the relevant faculty shall apply. A written warning may be issued (§ 36 paragraph 1 and 3 of the University of Lucerne Statute³).
- *Repeated or serious infringement*: in the event of a repeated or serious infringement, the student may be excluded from the University of Lucerne, either temporarily or permanently (§ 32 paragraph 2, § 36 paragraph 2 and 3 of the University of Lucerne Statute⁴).
- *Protection of title*: if a serious act of plagiarism is only discovered after a degree has been awarded, the relevant title may be revoked retrospectively (§ 19 paragraph 2 and 3 of the University of Lucerne Statute⁵).

VI. Supplementary regulations

The faculties, institutes, departments etc. reserve the right to impose additional regulations. It is recommended that students are provided with information leaflets related to their specific departments.

³ SRL No. 539c

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