



2014-15
Policy & Contract on Plagiarism¹

Submit this form to the MSE Office (WB140) no later than Friday, September 12th, 2014.

Plagiarism is a serious offence in any university and sanctions for students caught plagiarizing are significant. Generally "to plagiarize" is defined as: "to appropriate and pass off (the ideas or words of another) as one's own." (The New Penguin English Dictionary, Penguin, 1986.) The procedure for dealing with Academic Offences and the associated penalties are described on Pages 84-87 of the 2014-15 Faculty of Applied Science & Engineering Undergraduate Calendar and can be found at www.governingcouncil.utoronto.ca/policies.htm.

Students are often confused about the rules for citing the work of others. Please refer to the following helpful website for detailed information on "Using sources, paraphrase and plagiarism" from the Engineering Communication Program's (ECP) Online Handbook:

<http://www.engineering.utoronto.ca/Directory/students/ecp/handbook/accurate/sources.htm>

In summary:

- 1) Information that is generally available from a wide variety of sources need not be referenced. You do not have to give a reference when you use the First Law of Thermodynamics, for example.
- 2) Information (facts or ideas) taken from a specific author or document ***always*** requires a citation, even if you are paraphrasing.
- 3) Using more than three or four words in a row that are not your own requires both a citation **and quotation marks surrounding the borrowed text**. Borrowed diagrams must include a citation in the figure caption. [Note that the use of diagrams or tables from published sources in your own document may also require a copyright release. This is a completely separate issue, but is also important when you are publishing your work (i.e. a journal paper, book chapter, or even a thesis).]
- 4) Listing a source in a general bibliography does not eliminate the requirement for citations as detailed above. Please speak to the Undergraduate Coordinator or your course instructor if you have any questions about these rules. Always err on the side of caution by using a citation if in doubt. Claiming ignorance of the proper rules of citation is not a defence against a charge of plagiarism.

I have read the policy on plagiarism and agree to abide by the rules outlined above. I acknowledge that it is my responsibility to read the Academic Regulations on Discipline (pp. 84-87) in the Undergraduate Calendar, and familiarize myself with "Using sources, paraphrasing and plagiarism" in the Online Handbook. I acknowledge that it is my responsibility to speak to the Undergraduate Coordinator, my supervisor, or course instructor to get clarification on any item that I do not understand. I am aware that plagiarism is a serious academic offence, and I understand the sanctions that can be imposed for committing such an offence. The signed copy of this form will be kept in your student file, and will be effective until graduation.

Name (please print)

Student No.

Signature

Date

¹ This document has been partially modified from the Department of Chemical Engineering and Applied Chemistry's Policy on Plagiarism.