

**INSTITUTE OF ENGLISH  
UNIVERSITY OF OPOLE  
ANTI-PLAGIARISM POLICY**

**INSTRUCTION FOR THE TEACHER**

At the beginning of the first semester, during the first class (meeting) with the first year students of English Philology or English in Public Communication, the teacher familiarizes the students with the anti-plagiarism policy of the Institute of English, Opole University. The teacher is also responsible for introducing the basics of the source documentation procedure.

Having been familiarized with the anti-plagiarism policy, each student confirms, by signing the attached document, that he/she has understood the anti-plagiarism regulations and that he/she accepts all the ensuing consequences if found guilty of plagiarism.

**ORIGINALITY AND PLAGIARISM IN (RESEARCH) PAPERS**

Plagiarism takes many forms, from submitting somebody else's text as the author's own paper, to copying or paraphrasing parts of another's paper without acknowledging the source, to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical behavior and hence is unacceptable and punishable.

By putting their names on a paper, the authors claim that they have written original works, and, if the authors have used any work and/or words of others, that this has been appropriately cited or quoted (in text and in bibliography).

If information on research results is not attributed, the authors may be asked to provide the raw data in connection with a paper (results of research that allowed their conclusions).

Proper acknowledgment of the work of others must always be given. The authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion, must not be used or reported without explicit, written permission from the source. The words copied from a source verbatim must be put into inverted commas and attributed to the source.

Authors should disclose all co-authors or acknowledge the involvement of third parties in the project.

**TYPES OF PLAGIARISM**

Minor plagiarism offences:

- a) the student refers to the source but does not follow an appropriate source documentation procedure;
- b) the student paraphrases a part of somebody else's text and refers to the source but the paraphrase is too close to the original and hence can be considered plagiarism.

Major plagiarism offences:

- a) the student copies or paraphrases a part of somebody else's text without reference to the source;

- b) the student places his/her name on an assignment/paper that has not been written by him/her.

### CONSEQUENCES OF BEING FOUND GUILTY OF PLAGIARISM

**In the case of minor plagiarism offence** the teacher:

- a) gives the student the negative grade (2.0) in a given assignment. The student has to make up for the assignment to get a positive grade;
- b) **can** fail the student in a given course (the 2.0 grade **can** be put down in the student's credit book).  
The student may make up for the course during a make-up session.

**In the case of major plagiarism offence** the teacher:

- a) fails the student in a given course (the 2.0 grade **has to be** put down in the student's credit book).  
The student is not allowed to make up for the course during a make-up session and hence has to apply for a conditional promotion to the subsequent semester/year.

In all cases of plagiarism, be it minor or major, the teacher is obliged to inform the Institute of English authorities about such a fact. The authorities may escalate the problem and/or take further legal steps.

**INSTITUTE OF ENGLISH  
UNIVERSITY OF OPOLE**

**STUDENT'S ANTI-PLAGIARISM DECLARATION**

Name (block capitals) \_\_\_\_\_

I hereby confirm that I have been familiarized with the anti-plagiarism policy of the Institute of English, Opole University and I am aware of the ensuing consequences of committing any plagiarism offences. I also confirm that any assignment/paper submitted within any course will be my original contribution free of plagiarism. If I use other sources, I will always provide appropriate reference to the original source.

Date \_\_\_\_\_ Signature \_\_\_\_\_

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Date \_\_\_\_\_ Signature \_\_\_\_\_