

What is Plagiarism

Plagiarism is the use of material without formal and appropriate acknowledgement of the original sources. Any information or ideas that do not belong to the author of a work must be acknowledged. It makes no difference if the plagiarism is intentional / accidental or unintentional. Students must distinguish their own ideas and knowledge from information derived from sources, which are primary and secondary materials published in print or online.

Instances

All of the following are instances of plagiarism:

- Works containing quotes, paraphrasing ideas or similar wording to someone else's work without referencing that work.
- Incomplete or poor referencing of the work. For example, it is insufficient to list the works at the end of the document in which ideas from those works are used. Appropriate referencing means the acknowledgment of the source when the idea is presented (i.e., in-text citation).
- The presentation of facts and figures that are not common knowledge without providing the sources. For example, many people know when WWII took place so there is no need to use references when referring to its duration. However, if we refer to a military strategy used in WWII, it must be referenced because it is known to considerably fewer people.
- Direct copying, transcription, or translation of another work.
- The same work or a substantial part (more than 30%) of the same work submitted to more than one course. This is a case of auto- or self-plagiarism and means getting credit twice for a single work.

Procedures for Cases of Plagiarism

All students in the Department of International Studies and Contemporary History are subject to the Code of Ethics and Professional Deontology at Babes-Bolyai University Cluj (available [here](#), in Romanian) which sets out what is acceptable for students and staff to do and what not to do. Art. 5, paragraph 4, letter c) in the contract of study signed by the students when joining Babes-Bolyai University Cluj explains that students must respect all new regulations adopted by the university especially those referring to academic integrity and ethics.



Plagiarism is not acceptable and is against the principles outlined in the Code of Ethics and Professional Deontology, which explains that plagiarism cases will be referred to a University Ethics Committee. All students who breach the Code will be awarded grade 1 and will be referred to the Ethics Committee where a more severe punishment could be decided. This can include the inability to complete the degree.

Avoiding Plagiarism

There are several effective ways to avoid plagiarism:

- Students can learn how to use appropriate referencing from courses (e.g., year 1), meetings with year tutors, or from discussions with the course instructors.
- It is important to maintain complete records of the sources from which information is taken. Note taking is essential in the process of writing and good organization with complete sources will increase the quality of referencing.
- When students are in doubt if something may count as plagiarism (e.g., unsure about whether something counts as common knowledge), it is safer to cite the source.
- Works published in international peer-reviewed scientific journals or with high profile publishers can be examples of good practice in terms of appropriate referencing.
- It is recommended to use a reference manager (e.g., EndNote, Mendeley, RefWorks, Zotero) which allows to cite accordingly and choose between a variety of citation styles.
- Use a plagiarism checker before submitting your work.