

Guidelines for the prevention of plagiarism

In the recent past, cases of plagiarism in course papers and theses have increased. Plagiarism constitutes the copying or paraphrasing of other people's texts without acknowledging and referencing the original source, thereby falsely claiming this work to be one's own - both from the Internet and in print media - without identification of the source (citation). Rules of good scientific practice generally require the thoughts of third parties to be indicated (directly or indirectly) by the use of quotes. This means that resources must be identified and passages used verbatim cited with references. The "Guidelines for safeguarding good scientific practice and for dealing with scientific misconduct at the University of Konstanz" are found in the Official Bulletin of the University of Konstanz, No. 9/2018 dated 26/01/2018.

Link: <https://www.uni-konstanz.de/en/university/administration-and-organisation/structure-processes-and-legal-guidelines/official-announcements/>

Please note that plagiarism is **always** regarded as **cheating** and will always have consequences on the examination result. The examination will be graded in this case as **"not sufficient"**, thus as **failed**. Moreover, in serious cases, further consequences, including **disqualification from the repeat examination** and the associated loss of the right to take examinations in the program of study may follow, resulting in **withdrawal from the University**. Details depend on the respective examination regulations.

Link: <https://www.uni-konstanz.de/en/study/while-you-study/examinations/examination-regulations/>

Important note:

In the future, The University of Konstanz will review scientific papers for plagiarism more strictly.

In order to protect you from the consequences of plagiarism indicated in the examination regulations, the University of Konstanz will answer your questions about the rules of scientific work with the following offers:

- Consultation with the supervising faculty and professional advisers
- Introductory courses and introductory seminars
- Exam and research seminars

- Courses and Workshops on academic writing offered by the Writing Centre and the Centre for Transferable Skills (SQ)
- **Link:** <https://www.uni-konstanz.de/en/writing-centre/our-offers/courses-and-workshops/>

Please turn the page!

- The Communication, Information, Media Centre (KIM) offers advice as well as a variety of events focusing on information and media competence (e.g. on the topic of using literature management software for quotations and complete texts).
- **Link:** <https://www.kim.uni-konstanz.de/en/course-information-and-support/>
- The e-learning platform "ILIAS" of the KIM provides online tutorials, e.g. on the topics of effective research, citations or reference management.
- Link:** https://ilias.uni-konstanz.de/login.php?client_id=ILIASKONSTANZ&cmd=force_login&lang=en

The homepage for the plagiarism prevention project includes a large amount of teaching materials, videos and literature tips on the topic of plagiarism prevention and academic citation practice.

Link: <https://www.plagiatspraevention.uni-konstanz.de/en/>

- Offers the Central Student Advisory Services: e.g. course on studying techniques at the beginning of the semester
- Link:** <https://www.uni-konstanz.de/en/study/advice-and-services/central-student-advisory-service/resources-for-students/learning-guidance-services-for-students/>
- Tips at the beginning of studies „Learning to Study“ can be found on the homepage of Central Student Advisory Services,
- Link:** <https://www.uni-konstanz.de/en/study/before-you-study/guide-for-new-students/>

Check with your department for offers.

An overview of current guides to academic writing (books and e-books – Please note: In German only.) is available from the Writing Centre at:

Link: <https://www.uni-konstanz.de/en/writing-centre/materials/exercises/guide-books-and-manuals/>

- If you need to find, read and integrate sources into your text:
- Link:** <https://www.uni-konstanz.de/en/writing-centre/materials/exercises/>

Further information can be found of course at the University Library.