

SArD Student Guide to Plagiarism

Approved by Admission and Student Affairs on:
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The School of Architecture and Design recognizes that an open exchange of ideas plays a crucial role in the development of education, where students are encouraged to engage in research and make use of precedents. However, presenting work, ideas, arguments, materials, techniques and projects without proper citation and claiming it as one's work is not acceptable. Citing the source of work is a form of ethical academic integrity as explained in both LAU's 'Student Code of Conduct' and 'Student Code of Ethics'. <http://www.lau.edu.lb/about/governance-policies/policies/>

What is Plagiarism?

Plagiarism is presenting someone else's work as if it is your own. This may be deliberately meant or not.

"Someone else's work" means that it is not your idea, even if you represent it in your own style.

Someone else's work includes:

- materials from books, journals or any other printed work
- information found on the internet or any other digital or electronic form
- the work, design or ideas done by others [students, staff, designers, architects, ...]

Forms of plagiarisms

- Presenting work and projects which are in part or in their totally not your own.
- Presenting your own work and projects done for more than one course. Also known as Self plagiarism.

It is expected that all submitted design works by the student are his/her own work. Students should take great care to distinguish between their own work and what has been appropriated from another source. All design ideas, paraphrasing or acquired material from someone else's work should be clearly acknowledged. It is a must to fully and appropriately acknowledge your sources. It is the responsibility of the student to learn the proper form of citations and acknowledgment. Plagiarism is unacceptable in whatever form. Any student who fails to give credits for ideas or design materials taken from another source is guilty of plagiarisms. Any student who helps another in plagiarism may be considered guilty of academic misconduct.

Submission of the same work for more than one course

It is expected from the student that all works submitted for a purpose [project, drawing, paper, ...] is solely for that purpose. No similar work is allowed to be presented for two or more purposes. If for any reason similar design works, in part or complete needs to be presented for another course; a prior written permission from all instructors involved must be obtained. Any student that submits the same design works, in part or complete, for more than one academic purpose without the written permissions required is subject to disciplinary action.

Outside sourcing

Furthermore, student's collaboration with an outside source, for a design project, can be deemed as inappropriate by the instructor and can be considered as plagiarism. The act is known as unauthorized assistance and it violates both the 'Student Code of Conduct' and the 'Student Code of Ethics'. Students involved in such outsourcing are liable to disciplinary action.

LAU and SARd encourage and support their students to act in academic integrity. It is important to learn how to avoid plagiarism and acknowledge design works done by others. Because the university prohibits plagiarism students' grades should be fair and reflect the effort placed in the work.

How to avoid plagiarism:

- know what plagiarism is
- learn correct citations, acknowledgment and referencing
- develop effective research skills
- improve your own skills [drawing, drafting, writing ...]