

[Skip to content](#)

- [Log in](#)



DCSIS: Intranet

Main Menu/Search

- [Intranet](#)
- [Staff Intranet](#)
- [DCSIS Home](#)

■ Search the intranet:

Intranet Menu

Main Page

- [Systems Support](#)
- [Student Support](#)
- [Teaching](#)
- [Assessment](#)
- [Student Projects](#)
- [Health and Safety](#)

MSc ACT project

From DCSwiki

[Assessment](#) > [Student Projects](#) > [MSc Student Projects](#) > [MSc ACT project](#)

Each student is required to undertake an individual project, under the supervision of a staff member, which should represent some one-third of the student's effort for the degree (60 credits). The project grade is determined by assessment of the project proposal (20%) and the project report including program documentation (80%).

Contents

- 1 Aims of the Project
- 2 Selecting a Project, Arranging Supervision and Submitting a Project Proposal
- 3 Assessment Criteria
- 4 Exploitation of Project Outputs
- 5 Carrying out the Project
- 6 Writing and Submitting the MSc Project

- 6.1 Formatting Instructions for the Project Report
 - 6.1.1 Title Page
 - 6.1.2 Academic Declaration
 - 6.1.3 Sections and Subsections
 - 6.1.4 Figures and Tables
- 6.2 Software and Programs
- 6.3 Submission of the MSc report
- 6.4 Late Submission of Coursework and Projects
- 6.5 Project Deferral
- 7 Plagiarism
 - 7.1 What is Plagiarism?
 - 7.2 Understanding Plagiarism
 - 7.3 Avoiding Plagiarism
 - 7.3.1 Citing Other Peoples' Work Properly
 - 7.3.2 Referencing
 - 7.3.3 Paraphrasing
- 8 Useful Resources

Aims of the Project

The main aims of the project are to offer students the opportunity to:

- develop a systematic understanding and critical awareness of an agreed problem relevant to the MSc programme as described in a project proposal document
- plan and execute a major piece of programming work appropriate to the MSc programme
- critically present existing approaches in the problem area, place their own approach in the wider area and evaluate their contribution
- gain experience in communicating complex ideas/concepts and approaches/techniques to others by writing a comprehensive, self-contained report.

Selecting a Project, Arranging Supervision and Submitting a Project Proposal

The project must relate to one or more modules on the MSc programme. Additional requirements depend on the particular Masters Programme.

- For the MSc in Advanced Computing Technologies (ACT), MSc in Data Analytics (DAA), and MSc in Information and Web Technologies (IWT), the project should build on advanced topics in computer science in order to develop a system and/or algorithms whose design is by no means obvious at the outset of the project.
- For the MSc in Data Analytics, the project should have a main focus in the area of data analytics.
- For the MSc in Information and Web Technologies, the project should have a main focus in the area of information and web technologies.
- The MSc in Learning Technologies has specific project guidelines available in a separate document.

Students are expected to come up with their own ideas for projects in consultation their supervisor or choose one of the projects proposed by staff; a list of staff interests and some ideas for projects can be found at:

http://www.dcs.bbk.ac.uk/intranet/index.php/Staff_Interests (http://www.dcs.bbk.ac.uk/intranet/index.php/Staff_Interests)

More details can be found on lecturers' personal webpages. However, do not feel you can only approach a lecturer with research interests directly related to the area you would like to pursue in your project. It can happen that a lecturer will be interested in discussing a possible project which, while not very directly related to

their main research interests, nonetheless has an aspect of particular interest to that lecturer.

A student intending to submit a project report in a particular year must prepare a project proposal together with a project proposal form agreed with their supervisor and submit them by the deadline below. The project proposal form is available on the MSc ACT project module on Moodle.

The project proposal is an important part of the project module - it has a 20% weight and the expected length is 2000-3000 words. The proposal should meet the following criteria:

- It identifies the objectives of the project.
- It describes the problem that the project will address and its relevance to the MSc Programme followed.
- It presents background research on the problem and possible solutions.
- It identifies an appropriate approach/methodology which will be followed during the project.
- It includes a project plan which shows how the project objectives can be met within the required timescale.

The accompanying project proposal form is used to record information about the project and sets out the marking scheme which will be used by examiners. It is also used to specify College hardware or software that you hope to use in your project. This is particularly important if you intend to use something out of the ordinary. It enables the Systems Group to estimate the probable demand on their resources and to alert supervisors if there is likely to be a problem with this.

The proposal and proposal form must be submitted using the Moodle Virtual Learning Environment (VLE). The proposal will be submitted to the Turnitin plagiarism detection service.

The proposal is marked by the supervisor and a second marker. Their comments will be sent to the students during the summer term so that the students can take these into account when working on the project.

Assessment Criteria

To **pass** a project the markers assess whether the project proposal and project report meet the following criteria. They also assess any other aspect of special relevance for the project.

Project Proposal:

- *Background research , presentation of the problem – aims and objectives:* The proposal specifies a suitable problem, and discusses its requirements. It also reviews potential approaches and evaluates them.
- *Plan for developing the solution:* A suitable development/research method is chosen. The project is broken down into manageable chunks.
- *Presentation of the proposal:* Assessed as for the report – see below.

Project Report:

- *Specification and design :* Before starting the implementation, a specification and design of the system/software is laid out.
- *Implementation, or execution of research:* The key stages of the implementation/research are explained. The implementation/research is sound.
- *Testing, results, analysis and critical evaluation:* The report attempts to provide a clear and justified reflection upon the contribution and its limitations. It discusses how the software meets the specified requirements. A running version of the software is demonstrated to the supervisor (and the code submitted to GitHub).
- *Presentation of the proposal/report and documentation:* These are coherent in style and structure. They clearly communicate the student's contribution to the reader.

For a **distinction**, a student would have to attempt a challenging project (this should be discussed and agreed with the potential supervisor) and gain a high grade under each of the above headings. To award a distinction the markers assess the report according to the following criteria:

Project Proposal:

- *Background research, presentation of problem – aims and objectives:* A challenging problem is specified and clearly outlined: this includes its context and the technical/user requirements. The student shows a clear understanding of the researched material. Potential approaches are reviewed and critically evaluated, highlighting strengths and weaknesses of each.
- *Plan for developing the solution:* An appropriate development/research method is chosen and its suitability is well-justified. The project is broken down into subtasks that are logically coherent. In the case of unknowns (e.g. open research questions) “fallback” plans are laid out.
- *Presentation of the proposal:* Assessed as for the report – see below.

Project Report:

- *Specification and design:* The specification and design of the system/software shows a clear understanding of what needs to be done to meet the requirements, and is well-rounded, i.e. the components fit together in a coherent way.
- *Implementation, or execution of research:* The key stages of the implementation/research are clearly explained. The implementation/research is done to a high standard.
- *Testing, results, analysis and critical evaluation:* The solution demonstrates real insight into the problem/research question. There is clear and justified reflection upon the contribution and its limitations. The key results are accurately analysed and their relevance is explained. It is discussed how the software meets the specified requirements and is shown to be reliable. The author critically assesses the results and draws relevant conclusions from the study. A running version of the software is demonstrated (as above).
- *Presentation of the proposal/report and documentation:* Complex issues are explained clearly and concisely. The content is well-organised and structured in a way that demonstrates the links between the concepts presented. The proposal/report shows that the student clearly understands the researched material. The solution and any other claims made by the students are well-justified. The author uses various resources and cites relevant resources using an appropriate consistent referencing style. The proposal/report is of professional quality and contains very few, ideally no, typographic errors.

Work that meets some, but not all, of the criteria for distinction may be considered for a **merit**. A merit might be awarded for a respectable, if only partially successful, attempt at a challenging project, or for a less ambitious project carried out, and written up, to a high standard.

If the project produces a piece of software, the student is required to give the supervisor a demonstration of the software in action.

The separate examiners grade the project independently and then meet to arrive at an agreed grade. Students may be called upon to make a presentation of their projects to a sub-committee of the Examination Board to demonstrate their grasp of the material.

Exploitation of Project Outputs

Students may choose to involve outside organisations, such as industrial or commercial companies (large or small), hospitals, schools, charities and so on, or their full-time employer. While these kinds of “real-world” projects can provide valuable experience for students, they may carry a greater element of risk than “in-house” projects and need to be approached with more care. Students who prefer to work on their own project idea or an idea proposed by an external organisation should consult the College's “Financial Regulations and Procedures” with regards to exploitation of results. This document states that:

“Section G 14.2.1 (ii) Except as otherwise as agreed in writing, if a student in the course of studies, produces any original works (including computer software) which may be commercially exploitable, the College shall be entitled to the copyright in such works and shall use its best endeavours to secure royalties. These will be shared as set out in the detailed code of practice”.

These regulations also state: “Students are required to comply with the College procedures for notifying any invention, device, material, product or process, computer software or other potentially valuable result which it is considered might have commercial significance, whether patentable or not, developed or invented during the course of students' research or study at the College”.

Carrying out the Project

In your project proposal, you will set out an outline timetable for the project plan. This provides a yardstick against which you and your supervisor will monitor your progress. How you arrange your time from day to day is largely up to you.

Students are responsible for maintaining contact with their supervisors during the project. It is best to agree *in advance* how often meetings will be held and what other forms the interaction will take. Even students who feel able to carry out their work without frequent meetings must keep their supervisor in touch with what they are doing. In particular, a student should not remain silent for months and then appear in late September with a completed report. If the Exam Board feels that the student's conduct has prevented adequate supervision, it may insist on a searching oral examination or it may refuse to accept the project for examination at all.

Students are entitled to expect regular exchange of emails, regular meetings and feedback on drafts of the project report, provided these are submitted to supervisors in reasonable time. Bear in mind that your supervisor will have periods of leave or commitments away from College and you must plan accordingly. If supervision does not meet the agreed criteria, the Programme Director should be contacted.

If you undertake your project on a machine other than one maintained by the Department, it is your responsibility to back up your work; software/hardware problems with non-Department machines (including last-minute problems with printers) cannot be used as excuses for missing the submission deadline for the project.

The supervisor's role is to provide support and encouragement, to direct the student's attention to relevant literature, occasionally to provide technical assistance, to read and comment on the draft report and to give guidance on the standard and amount of work required.

This last point can be a source of difficulty between student and supervisor. Students naturally look to the supervisor for reassurance that their project merits an MSc. You must bear in mind that the supervisor can only give you his/her opinion. Whether a project is of MSc standard is a matter for the Examination Board to decide. It can happen, and occasionally does happen, that the supervisor thinks that a project deserves to pass but the other examiners disagree.

Make sure you allow enough time for writing the report. Some supervisors strongly recommend that you write the report as you carry out the project, rather than leaving the write-up until the end. The total time allocated to the report should be about a month for a full-timer, perhaps two or three months for a part-timer. There has to be time for the supervisor to read and comment on it and for the student to make changes (perhaps extensive changes) on the basis of the comments. Bear in mind that your supervisor is supervising several students and cannot be expected to give you full and prompt attention if you all produce your draft reports at the same time.

Writing and Submitting the MSc Project

The main purpose of the report is to explain what you did in your project. The reader should be able to see clearly what you set out to do and what you achieved. It should be primarily a descriptive and evaluative assessment of the final project as implemented, rather than a chronological account of how the project developed. It should describe the problems to which you addressed yourself and explain why you tackled them in the way you did. It should include your own assessment of how successful the project was. A project which

falls short of its goals - perhaps a system is not fully implemented or perhaps the results are disappointing in some way – can still be acceptable as an MSc project; you can demonstrate your grasp of the topic in the observations you make about the project's shortcomings.

You should assume that the readers of your report will be academics in computer science. They will therefore have good knowledge of general issues in computer science, but may not be familiar with detailed issues relating to narrow topics in the subject. As a result, you may need to include some brief motivational and technical material for such topics. If the project consisted of developing an application in an area with which a computer scientist would not necessarily be familiar - such as bioinformatics - it might be necessary to include some explanatory background. Keep this as short as possible. Remember that the project is intended to show your abilities in computer science.

We do not insist on a rigid format for project reports; projects vary considerably and the reports naturally reflect this variation. But reports generally run to five or six chapters, plus appendices. Some suggested chapters are given below, although some reports may not include all of them while others may include additional ones. Your supervisor should be able to advise you on a suitable structure for your project.

The following are chapters that are typically present in project reports:

- Introduction: Provide the context and motivation for the project, as well as the problem statement or specification. Introduce the structure of report (what you will cover in each chapter).
- Background: What the reader needs to know in order to understand the rest of the report. Wider background research will have been discussed in the proposal and should not be repeated here.
- Analysis and Design: Requirements analysis. Comparison of different choices for algorithms and data structures. Overall system structure. Data-flow, entity- relationship, and object diagrams as appropriate.
- Implementation: focus on important points that you want the examiners to pay attention to rather than attempting a detailed description of the whole program/system. (Program documentation is not a substitute for a project report. Documentation is meant to be consulted as and when necessary; a report is meant to be read.)
- Testing: a description of the test plan, i.e., how the program/system was verified. Put the actual test results in an appendix. This section may also include a user evaluation, where appropriate.
- Results: this chapter is relevant to projects where experiments or simulations were carried out with the code written. Why were certain experiments carried out but not others? What were the important parameters in the simulation and how did they affect the results? If there are many graphs and tables associated with this chapter they may be put in an appendix, but it is generally better to keep these close to the text they illustrate, as this is easier for the reader.
- Evaluation: critical evaluation of the results including strong and weak points, lessons learnt, design decisions which, looking back, would be made differently, ways in which the project could be improved or extended.
- Conclusions: summary of the project. Areas of possible future work.
- Bibliography: Give publication details for all the references made in the report.
- Appendices: System manual: This should include all the technical details (where is the code? what do you type to compile it? etc) that would enable a student to continue your project next year, to be able to amend your code and extend it. User manual: This should give enough information for someone to use what you have designed and implemented. Test results. Code listing: Your code should be well commented.

There is no stipulated minimum length for the project report. In practice, the length of the text, not including program listings and related technical submissions in appendices, is generally about 10000 words, but do not pad out your report to reach this length. The length should be dictated by what you have to say. A shorter report would be acceptable if the content was good. Length in itself is not a virtue; the maximum length for a report is 15000 words. Resist the temptation to include general background material - the sort of material you would expect to find in lecture notes or textbooks. The examiners want to know about your project. They have many reports to read in a short period and are not pleased to have their time wasted by waffle.

The work that is presented for the examiners' consideration should be your own, expressed in your own words. If you take a program or part of a program from somewhere and incorporate it in your project, you must make it clear in your report that you are not claiming that this is your own work. If your project was developed in the context of some large system or as an extension to previously existing work, it is essential that the reader should be able to see where the other work ends and your work begins. Plagiarism is discussed more fully in Section 7 below.

Students are advised to pay attention to the quality of their English. All too often, a project containing good work is marred by a report which is turgid, obscure or simply ungrammatical. This criticism does not apply solely, or even primarily, to foreign students. While the project is meant to provide evidence of a student's ability in Computer Science rather than in English, an examiner cannot be expected to look kindly on a report that is badly written.

Formatting Instructions for the Project Report

You should lay the components of your document out in this order:

Title Page
Academic declaration
Abstract
Table of Contents
List of Figures and Tables
Acknowledgements
Main Report Material
References
Appendices

In the MSc report always use third person writing – the only exception is the Academic declaration section which should be in the first person. Type should be 11pt for all text, 14pt for chapter titles and 12pt for section and subsection titles. In the title page you should use 16 pt for the title of the project, 14 pt for the author's name and 12 pt for affiliations. A smaller size than 11pt may be used for footnotes. Any readable font of the size specified can be used but you should be consistent. Margins should be of 25mm (bound and top edges) and a minimum of 20mm (other edges). Your text should be both left and right adjusted. No first line indents should be used and there should be a single blank line between paragraphs.

The page size for all documents is A4. Pages should be numbered from the beginning of the main text and should be centred at the bottom of the page. Page numbers lie outside the page boundaries (as a part of the bottom margin). The title of the document should appear as a running header on each page (centred). This header lies outside the page boundaries (as a part of the top margin). There should be no other running headers or footers (note that footers are not the same as footnotes). The title page and cover page should not be numbered.

Title Page

The Title Page must show the title of the Project, identify the author by name, declare the purpose of the document, and give the date as shown below in this example:

Title of Project Here

A dissertation submitted in partial fulfilment of the requirements for the MSc in
Title_of_Programme_here

by First_Name Last_Name

Academic Declaration

This page should contain the following sentences:

“This report is substantially the result of my own work except where explicitly indicated in the text. I give my permission for it to be submitted to the TURNITIN Plagiarism Detection Service. I have read and understood the sections on plagiarism in the Programme Handbook and the College website.

The report may be freely copied and distributed provided the source is explicitly acknowledged.”

Sections and Subsections

Within the body of the report, titles of sections and subsections should be in bold type, in 12 pt, and numbered with level numbers (for example, 4.4.2) to a depth of 3 at most. The first digit in the level number should be the same as the number of the chapter that contains it. Level numbers in the appendices should have the appendix identification (which should be a capital letter) in the first position of the level number (for example, A.2.3 for section 2.3 in appendix A). First level headings (sections) can be capitalised or not capitalised, depending on which style you prefer but you should be consistent. They should be preceded by the equivalent of two blank lines and followed by a single blank line with subsequent text beginning on a new line. Second level headings (subsections) should be in lower case but with the first letter of all the main words capitalised. They should be preceded by a single blank line and followed by a single blank line with subsequent text beginning on a new line.

Figures and Tables

All figures should be numbered with consecutive Arabic numerals after the word ‘Figure’. The numbering should start afresh in each chapter, but the numeral should be prefixed with the chapter number (for example, Figure 3.2 for the second figure in chapter 3). All figures should have descriptive captions following the numeral and should be mentioned in the text. When referred to in the text, the word ‘figure’ should be spelt in full. Similar conventions should be used for tables, using the word ‘Table’ and using independent numbering from figures.

Software and Programs

Program listings and output (other than brief extracts necessary to the discussion) should not appear in the running text, but should be placed as appendices at the end of the report. You should take some care over the layout of listings; begin each new function (class or whatever) on a new page and provide an index to the functions with page references at the beginning of the program. At the very least, you must ensure that the program listings are legible. **Any code reused from other sources should be clearly identified and referenced in the text and in the Appendix to avoid plagiarism**. This also applies to open source code. If you are unsure on which parts of your code need appropriate referencing do consult your project supervisor.

The production of computer software which can be executed and tested is an essential part of the project and should be submitted with the report. Any CD or USB drive submitted should be attached securely to the back cover of the report. The CD or USB drive should include an ASCII file called README.TXT with description of the files provided and instructions on software execution. It is *your* responsibility to ensure that files transferred from your own machines are in the correct format and that any programs execute as intended on the School's systems prior to the submission date. Instructions on software use should also be included in an Appendix of the report, entitled “Instructions for using the software”.

The code should also be included in the electronic copy of the report that you will submit, as plain text, a Word document, PDF, or RTF (see Section 6.3 of this document).

Submission of the MSc report

The report must be submitted electronically to the Moodle Virtual Learning Environment (VLE). There is a penalty for late submission (see details in Section 6.4 of this document). There is no provision for late submission outside the arrangements described in Section 6.4.

You must upload an electronic copy of your report on the Moodle Virtual Learning Environment (VLE) (<https://moodle.bbk.ac.uk/>) - ITS username and password are required) for your project to be marked. The electronic version can be in one of the following formats: MS-Word, PDF, or RTF. The file name should begin PROJ_ followed by your surname and an initial, such as PROJ_SmithJ.doc This will be submitted to the Turnitin Plagiarism Detection Service, which will compare your report with millions of documents on the web, including projects produced by other students, highlighting any passages that appear to come from an existing source. (As a side-effect of this process, your project will be added to Turnitin secure database.) The results of this process will be passed on to the examiners. For more information about this service, see www.submit.ac.uk.

Moodle will accept electronic submissions by the cut-off deadline but a penalty applies (details in Section 6.4 of this document).

If you undertake your project on a machine other than one maintained by the School, it is your responsibility to back up your work; software/hardware problems with non- School machines (including last-minute problems with printers) cannot be used as excuses for missing the submission deadline for the project.

Simply failing to submit your project report without permission to defer (see Section 6.5), will be considered to be the same as failing the MSc project, in the sense that it will count as one of the two attempts that you are permitted to make at passing that element of assessment.

Late Submission of Coursework and Projects

Following recommendations of the Academic Board in March 2007 and of the Department's Teaching Committee in June 2007, the process laid out below has been implemented for dealing with late submission of items of assessment (including coursework and projects) on this MSc Programme.

(i) Extensions are not allowed. The module leader or Project tutor should specify an absolute cut off deadline for late submission and communicate it to the students together with the normal submission deadline. The absolute cut off deadline should be no more than 10 working days after the normal submission.

(ii) It is Departmental policy to accept and mark late items of assessment submitted before the cut off deadline (see point i). Students do not need to negotiate new deadlines and there is no need to obtain prior consent of the module leader or project tutor in order to submit late. The Department is unable to accept submissions after the cut off deadline.

(iii) Any type of assessment submitted late is given two marks: a penalty mark of 50%, assuming it is of a pass standard, and the "real mark" that would have been awarded if the work had not been late. Both marks are given to the student on a feedback sheet. If the work is not of a pass standard a single mark is given. For modules where coursework is compulsory to pass the module but it is not marked, coursework received before the absolute cut off deadline is not penalised.

(iv) If a student believes that they have good cause to be excused the penalty for late submission, they must make a mitigating circumstances claim (see the Mitigating Circumstances section in the Programme Handbook) for consideration by the Mitigation Sub-Committee (see point v below). The claim form and accompanying documentary evidence must be submitted within 7 days of the cut off deadline. If no such documentation is received prior to the meeting of the Mitigation Sub-Committee the "real mark" will not be considered and the

penalty mark will stand. When circumstances, such as serious accident or illness, long-term hospitalization, prevent a student from submitting evidence in time, the absolute cut off deadline for submitting accompanying documentation is the first date of the examination period as specified by the College each academic year (typically examinations at Birkbeck start in the first week of May).

(v) All requests are held over and considered by a sub-group of the relevant Exam Board prior to a meeting of the full Exam Board. This sub-group, called the Mitigation Sub-Committee, will meet termly and/or prior to the full Exam Board, as appropriate, and its results are presented to the full Exam Board.”

Project Deferral

Students can apply to defer the examination of their project to the following September (i.e. at the end of an extra year of study). Students for whom the project is the only part of the MSc programme that remains to be completed may enroll as dissertation-only students for one further year, at one third of the regular fee. Regardless of when a project is submitted, it is examined only at the November meeting of the Examination Board. Students who wish to defer the MSc project must apply under the mitigating circumstances procedure. Although Registry’s published deadline for deferral of September assessments is 1 August, in practice later requests for deferral can be considered. **The mitigating circumstances form should be sent to the Programme Administrator by 1 September.**

Plagiarism

This document summarises information available on College’s webpages and in the Programme Handbook.

What is Plagiarism?

Plagiarism is defined as “copying a whole or substantial parts of a paper from a source text (e.g. a web site, journal article, book or encyclopedia), without proper acknowledgement; paraphrasing of another’s piece of work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained; piecing together sections of the work of others into a new whole; procuring a paper from a company or essay bank (including Internet sites); submitting another student’s work, with or without that student’s knowledge; submitting a paper written by someone else (e.g. a peer or relative), and passing it off as one’s own; representing a piece of joint or group work as one’s own”.

There are many ways of plagiarising the work of others. Some examples are given below.

- Copying chunks of text without using quotation marks and without appropriate acknowledgement; for example, cutting-and-pasting text from website encyclopaedias or online research papers, or copying papers written by students who did a similar project.
- Copying text and making very minor changes, and without appropriate acknowledgement. This is an example of unacceptable paraphrasing.
- Copying a picture or photo from the Internet, without appropriate acknowledgement. If you use images protected by copyright you must also obtain permission from the copyright owner. See your library for guidance.
- Using another person's numerical spreadsheet, software or results, without appropriate acknowledgement.
- Duplicating your own work, for example by submitting almost exactly the same work for two different assignments, e.g. a piece of coursework and the MSc project.
- Using code developed by another person without acknowledging the original author as the person who developed it.

The College considers plagiarism a serious offence, and as such it warrants disciplinary action. This is particularly important in assessed pieces of work where plagiarism goes so far as to dishonestly claim credit for ideas that have been taken by someone else. According to paragraph 3.2 of the College’s “Procedures for Dealing with Plagiarism by Students on Taught Programmes of Study”: “A student who knowingly assists another student to plagiarise (for example by willingly giving them their own work to copy from) is committing

an examination offence.” The College’s procedure also identifies various types of plagiarism and is available online at the Registry’s webpage: <http://www.bbk.ac.uk/student-services/exams/plagiarism-guidelines> (<http://www.bbk.ac.uk/student-services/exams/plagiarism-guidelines>)

Understanding Plagiarism

To help students understand plagiarism, the College offers the learning module “Avoiding Plagiarism” on Moodle. Students need to self-enrol.

Typically, each piece of submitted coursework must have an “Academic Declaration” signed by the student(s), which certifies that the authors have read and understood the sections of plagiarism in the School Handbook and confirm that the work is their own, with the work of others fully acknowledged. Submissions must be also accompanied by a declaration giving us permission to submit coursework to a plagiarism-testing database that the College is subscribed.

The Academic Declaration text should include the following statements: *“This report is substantially the result of my own work except where explicitly indicated in the text. I give my permission for it to be submitted to the TURNITIN Plagiarism Detection Service. I have read and understood the sections on plagiarism in the Programme Handbook and the College website.*

The report may be freely copied and distributed provided the source is explicitly acknowledged.”

If you submit work without acknowledgement or reference of other students (or other people), then this is one of the most serious forms of plagiarism. When you wish to include material that is not the result of your own efforts alone, you should make a reference to their contribution, just as if that were a published piece of work. You should put a clear acknowledgement (either in the text itself, or as a footnote) identifying the students that you have worked with, and the contribution that they have made to your submission.

Avoiding Plagiarism

The College offers the learning module “Avoiding Plagiarism” on Moodle to all students. This module will help you understand plagiarism and explain in detail how one can avoid plagiarism. Instructions on how to enrol on this module are provided on Moodle. Below some examples are given from this module.

Citing Other Peoples’ Work Properly

Citations give brief details of the source at the point in the text where the source is used.

Citations using the Harvard system show the author and date of publication and the page number for quotations. For example:

Oakshott (2001) argues that ...

Or

Oakshott (2001, p. 3) argues that "democracy is dead".

If a quotation is longer than two or three lines, it is often indented using block formatting. By convention, block quotations do not usually need quotation marks - check with your course lecturer for guidance.

For example:

Worsley (2002) argues that Karl Marx is still very influential:

Karl Marx has probably affected the course of twentieth-century history more than any other single thinker. Because of this, his ideas have generated a vast output of writings (Worsley, 2002, p. 1).

Reference:

Worsley, P., 2002. Marx and Marxism. 2nd ed. London: Routledge.

Referencing

References include the full bibliographic information about the source, such as the author(s)'s name(s), date of publication, title of work, place of publication, and publisher. This information is usually given in the section called Reference List or Bibliography at the end of the text. The key principle is that you should give enough information to allow another person to find the source for themselves.

Here are some examples using the Harvard referencing system:

[when you are referring to a book]

Lewin, K., 1951. Field Theory in Social Science. New York: Harper and Row.

[when you are referring to a chapter in a book, where 'ed.' means editor, and 'edn.' means 'edition']

Piaget, J., 1970. Piaget's theory. In: P. Smith, ed., Handbook of child psychology. 3rd edn. New York: Wiley, 1970, pp. 34-76.

[when you are referring to a journal article]

Holmqvist, M., 2003. A Dynamic Model of Intra- and Interorganizational Learning. Organization Studies, 24(1), 95-123.

[when you are referring to a webpage]

W3C, Web Accessibility Guidelines and Techniques, available online at

<https://www.w3.org/WAI/standards-guidelines/> (<https://www.w3.org/WAI/standards-guidelines/>).

Independent of their type (e.g. book, article, webpage), all references are included at the end of a document in alphabetical order starting from the author's name as in the example above.

Paraphrasing

Here are some examples from the plagiarism module that might help you to understand which forms of paraphrasing are acceptable and which are treated as plagiarism.

First, the original extract is given, taken from the book, Marx and Marxism, by Peter Worsley.

Karl Marx has probably affected the course of twentieth-century history more than any other single thinker. Because of this, his ideas have generated a vast output of writings, ranging from texts written by revolutionaries aimed at telling people how to do revolution - how to carry on Marx's work of demolishing capitalism and creating a new socialist society - to the many hundreds of volumes dedicated to proving that Marx was wrong about practically everything.

Acceptable practice: Worsley (2002) suggests that Karl Marx has had a significant impact on the course of twentieth-century history. He argues that Marx's ideas have led to a great deal of writing, across a spectrum from promoting his call for revolution to trying to show he was wrong in his analysis and predictions.

Plagiarism: Karl Marx, the inspiration for revolutionary activity in many countries, has probably affected the course of 20C history more than almost any other thinker. Because of this, his ideas have generated a vast output of writings, ranging from books written about revolution - how to demolish capitalism and create a new socialist society - to books dedicated to proving that Marx was wrong about practically everything.

Copying the whole text without using quotation marks and without appropriate acknowledgement is considered plagiarism: Karl Marx has probably affected the course of twentieth-century history more than any other single thinker. Because of this, his ideas have generated a vast output of writings, ranging from texts written by revolutionaries aimed at telling people how to do revolution - how to carry on Marx's work of demolishing capitalism and creating a new socialist society - to the many hundreds of volumes dedicated to proving that Marx was wrong about practically everything.

Useful Resources

Here are some resources that can help you to better manage your project and avoid plagiarism.

On Study Skills

- <http://www.bbk.ac.uk/student-services/learning-development> (<http://www.bbk.ac.uk/student-services/learning-development>)

On Plagiarism

- <http://www.bbk.ac.uk/student-services/exams/plagiarism-guidelines> (<http://www.bbk.ac.uk/student-services/exams/plagiarism-guidelines>)

Retrieved from "https://dcs.bbk.ac.uk/intranet/index.php?title=MSc_ACT_project&oldid=11916"

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