

Guidelines for the prevention of plagiarism

In the recent past, cases of plagiarism in course papers and theses have increased. Plagiarism is defined as the exact copy of texts - 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. 8/98 dated Dec. 8, 1998. **Link:** http://www.uni-konstanz.de/shared/pdf/richtlinien_wiss_praxis.pdf

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: <http://www.studium.uni-konstanz.de/pruefungen/pruefungsordnungen/>

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
- Events for scientific papers of the project site "key qualifications": Key competences for sustainable studies (see online course catalogue (Portal für die Lehre LSF). **Link:** <http://lsf.uni-konstanz.de/qisserver/rds?state=wtree&search=1&trex=step&root120141=121473>
- The e-learning platform "ILIAS" of the Library provides online tutorials, e.g. on the topics of effective research, citations or reference management.
Link: http://ilias.ub.uni-konstanz.de/ilias3/goto.php?target=cat_48&client_id=ilias_uni

Offers the Central Student Advisory Services: e.g. course on studying techniques at the beginning of the semester

Link: <http://www.zsb.uni-konstanz.de/veranstaltungen-der-zsb/>

Please turn the page!

- Tips at the beginning of studies „Learning to Study“ can be found on the homepage of Central Student Advisory Services,
Link: <http://www.studienstarter.uni-konstanz.de/>
- Individual writing tutoring at the University of Konstanz
Link: <http://www.schreibzentrum.uni-konstanz.de/en/writing-tutoring/>

Check with your department for offers.

Literature on scientific papers at the university library in the Student Service Centre (SSZ), Level B 4

Bänsch, Axel: Wissenschaftliches Arbeiten. Seminar- und Diplomarbeiten. Oldenbourg München, 8. Aufl., 2003, (lbs 10/b 12 (8))

Bünting, K.-D. u.a.: Schreiben im Studium: mit Erfolg: ein Leitfaden; mit CD-ROM. Cornelsen Scriptor, 2002. (6 erz 777/b92-cdrom)

Franck, Norbert, Stary, Joachim, Die Technik wissenschaftlichen Arbeitens, 13. Auflage, Verlag Ferdinand Schöningh 2006, Paderborn (incl. rules of citing web documents). (SSZ information desk)

Jele, Harald: Wissenschaftliches Arbeiten - Zitieren. 2003. (erz 777.40/j25)

Messing, Barbara: Schreiben im Studium. Zentrum für Beratung und Information niversität Karlsruhe. (SSZ information desk)

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Poenicke, Klaus: Wie verfasst man wissenschaftliche Arbeiten? Ein Leitfaden vom ersten (Studiensemester bis zur Promotion. Duden Taschenbücher Mannheim, 1988. (SSZ information desk)

and much more:

Further information can be found in the information desk of the Student Service Centre (SSZ) and of course at the University Library.