



14 November 2016

Dear Part B students

**FHS Mathematics and Statistics and FHS Mathematics Part B 2016-2017**  
**SB1 Applied Statistics practicals**

It is important that you observe the deadlines for submitting SB1 practicals. Failure to meet the deadlines may mean that your mark is reduced because your work was late (see final paragraph of this letter).

The deadlines for submitting the four SB1 Applied Statistics practical reports are:

1st practical: **12 noon Monday week 8, Michaelmas Term** (28 November) 2016

2nd practical: **12 noon Monday week 2, Hilary Term** (23 January) 2017

3rd practical: **12 noon Monday week 8, Hilary Term** (27 February) 2017

4th practical: **12 noon Monday week 2, Trinity Term** (1 May) 2017.

Practical reports should be submitted to the Reception in the Department of Statistics (24-29 St Giles'). You should obtain a receipt for your work.

You must also submit a signed and completed Declaration of Authorship form (copy enclosed).

You should put your **candidate number but not your name** on your practical report.

Information about the issue of plagiarism, which includes collusion, is attached. Further information can be found at <http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism>. You should ensure that you have read this thoroughly.

The practical work comprises 1/3 of the marks for SB1. You are expected to attend all the practical classes provided.

Should you have any difficulties in submitting by the deadlines, for example due to illness, you must request permission to submit work late. Please do this before the submission deadline. The procedure is as follows. Candidates may ask their college to apply to the Head of the Department of Statistics for permission to submit late. Where there is a valid reason, the Head of Department would normally approve the late submission without penalty. Where it is deemed that there is no valid reason, the Head of Department will advise the Examiners to apply a penalty in accordance with the late penalty tariff found in the Mathematics and Statistics Examination Conventions. [The deadlines and the above procedure are reproduced here from the Mathematics and Statistics Undergraduate Handbook 2016-2017, Supplement for Mathematics and Statistics Part B].

Dr Neil Laws

Chair of Examiners Mathematics and Statistics Part B 2016-2017

## DECLARATION OF AUTHORSHIP

Please submit the completed form with your SB1 Applied Statistics practical

Name (in capitals):

Candidate number:

College (in capitals):

Practical Number:

Practical Title (in capitals):

*Please tick to confirm the following:*

I have read and understood the University's disciplinary regulations concerning conduct in examinations and, in particular, of the regulations on plagiarism (The University Student Handbook Section 8.8; available at <https://www.ox.ac.uk/students/academic/student-handbook>).

I have read and understood the Education Committee's information and guidance on academic good practice and plagiarism at <http://www.ox.ac.uk/students/academic/guidance/skills?wssl=1>

The practical report I am submitting is entirely my own work except where otherwise indicated.

It has not been submitted, either partially or in full, for another qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution.

I have clearly signalled the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.

I have clearly indicated the presence of all paraphrased material with appropriate references.

I have acknowledged appropriately any assistance I have received in addition to that provided by my lecturer/practical demonstrator.

I have not copied from the work of any other candidate.

I have not used the services of any agency providing specimen, model or ghostwritten work in the preparation of this dissertation. (See also section 2.4 of Statute XI on University Discipline under which members of the University are prohibited from providing material of this nature for candidates in examinations at this University or elsewhere: <http://www.admin.ox.ac.uk/statutes/352-051a.shtml>).

I agree to retain an electronic version of the work until the publication my final examination result. I agree to make any such electronic copy available to the examiners should it be necessary to check for plagiarism.

Candidate's signature:

Date: .....

.....

## Plagiarism

**University Definition** – see [www.ox.ac.uk/students/academic/guidance/skills/plagiarism](http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)

Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your own work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition. Plagiarism may be intentional or reckless, or unintentional. Under the regulations for examinations, intentional or reckless plagiarism is a disciplinary offence. Collusion is another form of plagiarism involving the unauthorised collaboration of students (or others) in a piece of work.

Cases of suspected plagiarism in assessed work are investigated under the disciplinary regulations concerning conduct in examinations. **Intentional or reckless plagiarism may incur severe penalties, including failure of your degree or expulsion from the university.**

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### ***Why does plagiarism matter?***

It would be wrong to describe plagiarism as only a minor form of cheating, or as merely a matter of academic etiquette. On the contrary, it is important to understand that plagiarism is **a breach of academic integrity**. It is a principle of intellectual honesty that all members of the academic community should acknowledge their debt to the originators of the ideas, words, and data which form the basis for their own work. Passing off another's work as your own is not only poor scholarship, but also means that you have failed to complete the learning process. Deliberate plagiarism is unethical and can have serious consequences for your future career; it also undermines the standards of your institution and of the degrees it issues.

### ***What forms can plagiarism take?***

- **Verbatim quotation of other people's intellectual work without clear acknowledgement.** Quotations must always be identified as such by the use of either quotation marks or indentation, with adequate citation. It must always be apparent to the reader which parts are your own independent work and where you have drawn on someone else's ideas and language.
- **Paraphrasing the work of others by altering a few words and changing their order,** or by closely following the structure of their argument, is plagiarism because you are deriving your words and ideas from their work without giving due acknowledgement. Even if you include a reference to the original author in your own text you are still creating a misleading impression that the paraphrased wording is entirely your own. It is better to write a brief summary of the author's overall argument in your own words than to paraphrase particular sections of his or her writing. This will ensure you have a genuine grasp of the argument and will avoid the difficulty of paraphrasing without plagiarising. You must also properly attribute all material you derive from lectures.
- **Cutting and pasting from the Internet.** Information derived from the Internet must be adequately referenced and included in the bibliography. It is important to evaluate carefully all material found on the Internet, as it is less likely to have been through the same process of scholarly peer review as published sources.
- **Collusion.** This can involve unauthorised collaboration between students, failure to attribute assistance received, or failure to follow precisely regulations on group work projects. It is your responsibility to ensure that you are entirely clear about the extent of collaboration permitted, and which parts of the work must be your own.

- **Inaccurate citation.** It is important to cite correctly, according to the conventions of your discipline. Additionally, you should not include anything in a footnote or bibliography that you have not actually consulted. If you cannot gain access to a primary source you must make it clear in your citation that your knowledge of the work has been derived from a secondary text (e.g. Bradshaw, D. *Title of book*, discussed in Wilson, E., *Title of book* (London, 2004), p. 189).
- **Failure to acknowledge.** You must clearly acknowledge all assistance which has contributed to the production of your work, such as advice from fellow students, laboratory technicians, and other external sources. This need not apply to the assistance provided by your tutor or supervisor, nor to ordinary proofreading, but it is necessary to acknowledge other guidance which leads to substantive changes of content or approach.
- **Professional agencies.** You should neither make use of professional agencies in the production of your work nor submit material which has been written for you. It is vital to your intellectual training and development that you should undertake the research process unaided.
- **Autoplagiarism.** You must not submit work for assessment which you have already submitted (partially or in full) to fulfil the requirements of another degree course or examination.

The necessity to reference applies not only to text, but also to other media, such as computer code, illustrations, graphs etc. It applies equally to published text drawn from books and journals, and to unpublished text, whether from lecture handouts, theses or other students' essays. You must also attribute text or other resources downloaded from web sites.

Cases of apparently deliberate plagiarism are taken extremely seriously, and where examiners suspect that this has occurred, they bring the matter to the attention of the Proctors. Your attention is drawn to the Proctors' and Assessor's Memorandum, Section 9.5, 'Conduct in Examinations', and in particular to sections 4 and 5 and the concluding paragraph of the section:

**4 No candidate shall present for an examination as his or her own work any part or the substance of any part of another person's work.**

**5 In any written work (whether thesis, dissertation, essay, coursework, or written examinations) passages quoted or closely paraphrased from another person's work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be clearly acknowledged.**

The University employs software applications to detect plagiarism in submitted examination work, both in terms of copying and collusion. It regularly monitors on-line essay banks, essay-writing services, and other potential sources of material. It reserves the right to check samples of submitted essays for plagiarism. Although the University strongly encourages the use of electronic resources by students in their academic work, any attempt to draw on third-party material without proper attribution may well attract severe disciplinary sanctions.