



UCD School of Politics and International Relations Guidelines for the Preparation of Assessment Projects

Students writing essays and projects must familiarise themselves with standard academic practice in the preparation and presentation of their work.

- Every source on which you draw must be duly acknowledged in the text or in footnotes and the full source must be cited in the bibliography. Direct quotes must be contained in quotation marks and be duly referenced. If you paraphrase someone else's argument, you must indicate the source you have used, including page references. For guidance on how to reference correctly, please see the School's **Guidelines for Essay Writing** available on [the FAQ sections on our website](#).
- The bibliography should cite all the works you have consulted **and none that you have not personally used**. If your lecturer has any suspicion in this regard, he or she may invite you for an interview to ascertain your familiarity with the sources you have listed.
- All work you present as your own must be the result of your own efforts only.
- You may not submit an essay or project that reproduces wholly or in part the essay or project of another student.
- You may not submit the same work in full or in part more than once for assessment. Anything you have previously submitted, whether at UCD or another university, may not be submitted again. (**Self-plagiarism** is NOT allowed.)
- In accordance with the University's procedures for anonymous marking, please **do not** put your name on the accompanying project. **Please do put your student number and the module code and name** on the accompanying project.

UCD uses sophisticated software to detect plagiarism and severely punishes offenders. Students found to have plagiarized may receive the grade of NG for the assignment in question, fail the module or even be ejected from their course or programme. Moreover, the School retains the right to refer suspected cases of plagiarism to the University's Disciplinary Committee, which may impose further severe penalties.

If you have any questions about the above guidelines, please contact your tutor or lecturer for advice.