

Academic Honesty and Plagiarism Policy

Plagiarism refers to the practice of using someone else's opinions, theories, and ideas in your work without acknowledging the credits and references of his/her contribution.

Plagiarism is prohibited, and there are substantial penalties against the act at BBA.

In addition, when submitting any paper or report, the students are required to upload their documents onto *Turnitin software* for plagiarism check, then attach the result for final submission to your lecturers.*

At BBA, plagiarism falls within the Student Misconduct Rule, and the students who plagiarize and/or involve in any kinds of academic dishonesty will have serious consequences. BBA's guidelines for plagiarism are listed below:

1. BBA accepts not more than 30% of appropriate APA citations and quotations based on the overall result from Turnitin.
2. BBA does not consider website URL as an appropriate citation format.
3. Inappropriate citations and quotations can negatively affect the outcome of each assignment.
4. Paraphrasing is strongly required when writing an academic paper at BBA, or otherwise:
 - 4.1 Using someone else's work of 81% to 100% based on the overall result from Turnitin without appropriate citations and quotations will receive a "0" mark for that particular assignment.
 - 4.2 Using someone else's work of 51% to 80% based on the overall result from Turnitin without appropriate citations and quotations will deduct a mark of "50%" for that particular assignment.

4.3 Using someone else’s work of 31% to 50% based on the overall result from Turnitin without appropriate citations and quotations will deduct a mark of “25%” for that particular assignment.

Turnitin’s overall result	Plagiarism’s penalties
81% to 100%	Receive a “0” mark
51% to 80%	Deduct a mark of “50%”
31% to 50%	Deduct a mark of “25%”

*Guidelines of how to use Turnitin software can be found here:

