STUDIUM FOR STUDENTS

Your institution is subscribed to Compilatio.net plagiarism detection software. You can use the Compilatio Studium tool to check the quality of your documentary research work. You have:

- a strictly personal, confidential account;
- several analysis credits available through your institution (40 credits’ worth of analysis with 250 words per credit).

YOUR INSTITUTION’S ANTI-PLAGIARISM POLICY

INTRODUCTION: WHAT IS PLAGIARISM?

Plagiarism is when you present someone else's work as your own. It is an act of fraud and constitutes an offence. Failing to cite your sources, whether they come from the Internet, paper documents or elsewhere, is considered to be an act of plagiarism.

WHAT ARE THE RISKS?

If plagiarism is detected, it can lead to serious disciplinary penalties (poor grades, expulsion, removal of a qualification etc.). Apart from the plagiarist’s own situation, the reputation of a whole institution can suffer. And don’t forget your e-reputation: the web has the memory of an elephant!

EXAMPLES OF PLAGIARISM SITUATIONS:

- Copying the text of a passage in a book/web page without using quotation marks and citing the source;
- Inserting images, graphics, data etc. from external sources without citing their origin;
- Summarising an author’s original idea in your own words, without citing the source;
- Partially or completely translating a text without stating its origin.¹

HOW CAN YOU AVOID IT?


FURTHER READING...

- Find out more about the methodological rules: www.compilatio.net/comment-prevenir-le-plagiat/, www.bibliotheques.uqam.ca/plagiat,
- Find out more about your rights: www.inpi.fr, www.responsable.unige.ch
- Find out more about your rights:

¹ source: taken from http://www.bibliotheques.uqam.ca/plagiat
GETTING TO GRIPS WITH STUDIUM

HOW DOES IT WORK?

Studium is a system for self-checking and bibliography support for students. It helps to prevent and control plagiarism before work is submitted and to ensure your work reaches the academic standards your teachers expect. The software is used directly over the Internet, and does not need to be installed.

You have a quota of credits allocated by your institution. You can top up your account yourself at any time from your home page and keep your analyses as long as you like.

WHICH DOCUMENTS ARE SUBMISSIONS COMPARED WITH?

When you upload your work in digital form to your account, it is compared with a multitude of web pages, publications and Word, Excel, PowerPoint and PDF documents available on the visible web.

By uploading all the documents you use during your research to your document database, you can put together your own database of sources. This enables you to check that they have been correctly cited.

Your documents are not indexed and never compared with each other. Magister and Studium use completely separate databases. Your teacher never has access to your documents.

1- ACCESS CODES AND LOGGING INTO YOUR ACCOUNT:

You will receive your codes by e-mail directly from Compilatio.net.

• When you receive your login details, connect to the www.compilatio.net site and click the Log in link, then enter your details.

• If you have not received the e-mail containing your details, please check your spam/unwanted mail folder. You can also contact your institution’s Compilatio.net administrator. If you do not know who your administrator is, please tell us at: support@compilatio.net

2- UPLOAD A DOCUMENT:

Welcome to the home page of your Studium workspace!

At the top right, you can see the number of analysis credits you have left and the storage space you have used. To the left, there are tabs presenting your DEFAULT FOLDER, your DOCUMENT DATABASE and your TRASH. Click I add documents to analyse your first project, select it and validate the upload.

3- ANALYSING THE RESULTS:

Returning to your home page using the Back to the folder button, you can see the verification of your document progress in real time.

In this document, Studium has found 27% similarities with the web. This means that 27% of the content of the document has been found in almost identical form on the Internet in various websites or on-line documents.
4- Reading the results:

Here Studium presents the global similarity level and the various categories of sources found in order of relevance.

Highly probable sources:
List of the sources most likely to have been used in your documentary research in which Studium has found a higher level of similarity.

Less probable sources:
List of sources that could have been used for your documentary research and have certain similarities with your document.

Accidental sources:
List of sources in which Studium has detected a very low level of similarity with your document.

5- Conclusions of your analysis and interpretation of the results:

Here we give you, ready to use, all the pointers you need to find the elements missing from your bibliography. Studium can never take the place of your own judgement or that of your teacher. The results and the coloured labels are provided solely as a guide:

The results bar:

Green: less than 10% similarity between your document and the sources found. The document is almost entirely your own work. Studium has found very little borrowing from other authors.

Orange: between 10 and 35% similarity between your document and the sources found. The document contains more citations and borrowings from other authors. Check that all your references are correctly listed.

Red: over 35% similarity between the document analysed and the sources Studium has found. The document relies to a large extent on text by other authors. Check the length of your citations, make sure they are correctly referenced and ensure you have provided enough of your own work.

Quotes from authors and text in quotation marks:

To avoid any confusion or error of interpretation, we have deliberately chosen not to distinguish quotes in quotation marks from the body of the text. Studium thus automatically analyses phrases in quotation marks. It is up to you to identify the citations and proverbs you have referenced correctly. In general, if a document contains a lot of quotations (legal decrees, for example), the level may oscillate between about 10% and 50%.

In these cases, you can refine your results by activating the Ignore function.

6- Refining the results:

Studium gives you the option of refining the results to reach the degree of precision you want.

This refinement allows you to move progressively from a similarity percentage to a plagiarism percentage.

It is up to you make the necessary corrections to ensure your document is of sufficiently high quality.
When is it useful to refine your results?

- When you have identified that the source/website is correctly referenced in your bibliography;
- When you think a source/passage is wrong;
- When you have pre-analysed your document and you do not want to compare it with the second version.

Activate the Ignore function and Studium will take your changes into account when calculating the new similarity percentage.

7- DE-INDEXING, CONFIDENTIALITY AND THE DOCUMENT DATABASE:

All the documents you upload to your account are de-indexed by default, which means they are not stored in the Compilatio Studium database or in your personal database (or document database). Consequently they will not be compared with any future document you analyse.

You can choose to index your documents for various reasons:

- Index all the reference documents you use during your research as you go, building up your own document database and easily checking text that has been copied and pasted during your final analysis;
- Compare your document over time, from the first version to the last, and view your changes.

Account home page - left-hand tab - document database: indexed/non-indexed items

SUBMITTING MY WORK TO THE TEACHER:

Your teachers also have access to the Compilatio Magister plagiarism detection software, with their own accounts and database. Using the document collection system, your teachers can ask you to submit your work directly to their Compilatio Magister accounts. The work will then be analysed by your teacher.

Submitting your work by form:

1. In your web browser, paste the URL of the collection page sent by your teacher (this changes every time work is collected);
2. This gives you access to the collection form: complete the form, entering your personal e-mail address to receive acknowledgement of receipt;
3. Select and upload your work and validate your submission;
4. You will see an acknowledgement of receipt in your personal mailbox within 10 minutes.

Submitting your work by e-mail:

You can choose to submit your work by e-mail if it contains several files. Send a message to remise@compilatio.net —

Be careful: don't forget to attach all your files and include the exact identifier of the collection in progress in the subject of your e-mail. You can find this identifier in the left-hand side of the on-line form.

NEED HELP?

Having problems? Don’t hesitate to contact us using the contact form on your home page. We will answer as soon as we can.