



Plagiarism Policy			
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Relation to QAA requirements (parts of code covered)			
Informed by UK Quality Code – Core Practices for Standards and Quality			

Introduction: Plagiarism Policy with Guidance and Warnings

The plagiarism policy is an attempt by the College to identify the problem of plagiarism and give staff and students guidelines on how to deal with the issue. It also sets out clear procedures for staff and students on the issue.

The College will make sure that:

- All teaching staff carefully read the policy, guidance and warnings on plagiarism.
- All staff carrying out internal or external assessed work make students aware of the guidelines on plagiarism. That they explain how to cite any work that is not their own and include all resources used in a bibliography according to the Harvard Referencing System which can be found under the following link:
<http://www.lcuck.ac.uk/moodle/mod/page/view.php?id=4503>.
- All tutors and teachers before the main examination and coursework period make students aware of the college plagiarism policy.
- All students are required to sign a declaration that their work is their own at the end of each assessment.
- Teaching staff that suspect any student's work is plagiarised deal with the issue as per the outlined procedure.

Procedure for dealing with plagiarism infringements

Teaching staff should make students aware of the issue and penalise them through internal grade schemes if relevant.

In the case of persistent plagiarising, the issue will be reported to the Head of Department. The Head of Department will see the student and make them fully aware of the penalties imposed by the exam board and monitor the student's work. If the plagiarism still continues, a written warning shall be issued and the Academic Dean should be informed.

The Head of Department will deal with the issue first depending on the severity of the plagiarism. If it is a minor offence such as the student forgetting to include a resource in the bibliography or failing to cite a small amount of text and the student can be given time to rectify this before the deadline then this should be dealt with by the department.

If it is a more serious offence involving students copying work, collusion or major sections of work plagiarised then the Academic Dean and Examination Officer must be informed by the Head of Department. The College will then take appropriate action. In the majority of cases this will involve informing the examination board of the offence.

Candidate Malpractice on Assessments: Guidance and Warnings

All candidates must receive guidance on how to cite any work that is not their own. They must be aware that all resources used must be included in a bibliography. It is vital that all Internet sites are also clearly shown.

It is important to make sure students:

- Always cite the sources of ideas and all resources used in a bibliography
- Do not reproduce verbatim or near verbatim extracts from other resources, e.g. textbooks, Internet
- Note: quotations shorter than two lines (approx) or 20 words (approx) may be included in inverted commas in the normal run of text (source clearly shown in the Bibliography)
- Realise that longer quotations should be indented and could be shown in a different font
- Try to avoid quotations longer than 200 words
- Try to avoid the over use of quotations in their work
- Use numbered footnotes for elaborations, elucidations, asides and associated points that would otherwise clutter the text. They should be placed in a footer on the relevant page or in a separate list at the end of the assignment (before the bibliography)

- Use appendices for substantial elaborations, e.g. copies of questionnaires, documents, and newspaper reports.
- When including charts, graphs and tables, put them in the main text, but they must be numbered and referenced
- Use the Harvard Referencing System, which is a simple name date system. Care should be taken with the references. The important point to remind students is to be consistent

Penalties for Malpractice

Plagiarism

'The failure to acknowledge sources properly'

There is always a temptation to copy text that is found, word for word, and not give any reference as to where the text was found and who wrote it. This is, in effect, plagiarism and is not permitted at any time. The college and examination boards take plagiarism very seriously. The following penalties are set down by the JCGQ.

Plagiarism Offence 1

The candidate is unaware of how to attribute sources correctly or the regulations about plagiarism. A substantial part of the work is the candidate's own.

Penalty: Warning

Plagiarism Offence 2

Plagiarism from work cited in bibliography. It is not clear which parts are original and which parts are quoted.

Penalty: Lower Grade

Plagiarism Offence 3

Plagiarism text becomes the substance of the work submitted. It is not listed in the bibliography. There is no clearly distinguished work for which a grade can be safely given.

Penalty: Loss of aggregation or certification opportunity

Collusion

'Agreement with others who are trying to deceive or cheat'

For many of the units of study you will be working together with your colleagues. In some cases you will be using the same resources. However, the assignment must be a reflection of your own individual findings. It is important to submit the evidence of your own work. Don't let others get the credit for your work.

Collusion Offence 1

Collaborative work is apparent in few areas, but possibly due to teacher advice; candidate unaware of regulations.

Penalty: Warning

Collusion Offence 2

Collaborative work begins to affect examiner's ability to award a fair grade to individual candidates.

Penalty: Lower Grade

Collusion Offence 3

Work of candidates reflects extensive similarities and identical passages, possibly due to deliberate attempt to share work.

Penalty: Loss of aggregation or certification opportunity

Copying from another candidate

There may be the temptation to copy from other students' work, especially if you have not planned your time and are close to a submission deadline. The advice is to plan your time well and do not copy other students' work. For copied work the following penalties apply.

Copying Offence 1

Lending coursework, not knowing it would be copied.

Penalty: Warning

Note: This penalty affects the lender

Copying Offence 2

Permitting examination script/coursework to be copied; showing other candidates the answers

Penalty: Lower Grade

Note: This penalty affects the lender

Copying Offence 3

Copying from another candidate's script/coursework; borrowing coursework to copy

Penalty: Loss of aggregation or certification opportunity

Note: Penalty affects the person copying

References

QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education, Section 6: Assessment of Students, September 2006.

http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/COP_AOS.pdf