

POLICIES AND PROCEDURES



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Responsible	DEPUTY PRINCIPAL
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PLAGIARISM POLICY AND PROCEDURES

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PLAGIARISM POLICY AND PROCEDURE

SECTION 1: PRINCIPLES

West London College of Business & Management Sciences (WLCBMS) is committed to academic integrity and to proactively educating and supporting students to prevent breaches of academic integrity from occurring. Breaches of academic integrity will be dealt with severely. Plagiarism is a serious matter under WLCBMS Discipline Regulations. This Policy addresses student related considerations of plagiarism and details identification, classification, reporting, record keeping and the appeals process. It also includes information and advice to students regarding the detection and avoidance of plagiarism.

These principles on academic integrity apply to all students and staff at WLCBMS. All students and staff are expected to adhere to the highest standards of academic behaviour.

SECTION 2: RESPONSIBILITY

The Deputy Principal is responsible for ensuring that this policy is adhered to and that the staff and students are fully aware of its function. Appropriately trained College staff provide advice to teachers and students on matters concerning the appropriate use of plagiarism software.

SECTION 3: GUIDELINES

What constitutes plagiarism?

If you submit an assignment that contains work that is not your own without indicating this to the marker by acknowledging your sources, you are committing 'plagiarism' and this is an offence. This might occur in an assignment when:

- ✓ using a choice phrase or sentence that the student may have come across
- ✓ copying word-for-word directly from a text
- ✓ paraphrasing the words from a text very closely

- ✓ using text downloaded from the internet
- ✓ borrowing statistics or assembled facts from another person or source

- copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources
- copying from the notes or essays of a fellow student
- copying from own notes, on a text, tutorial, video or lecture, that contain direct quotations

How to avoid 'Plagiarism'

- act with academic integrity
- submit only work which properly acknowledges the ideas or words of others and which is otherwise their own work
- avoid lending original work to others for any reason
- be clear about assessment guidelines
- be clear about the appropriate referencing and assessment practices in their field of study
- discourage others from plagiarising

Be aware that teaching staff using manual means and **plagiarism** software significantly increases the likelihood of plagiarism being detected.

How 'Plagiarism' is detected

Plagiarism has traditionally been detected by teaching staff manually verifying the originality of work submitted for assessment. This can arise through the detailed knowledge by teaching staff of the subject and related literature. Cases can also be detected through other means such as unexpected increases in grades achieved by the student and inconsistencies in the style of the work including variations in the use of or ability with the language. Teaching staff may also make use of electronic methods of detection such as **Turnitin's** web-based plagiarism prevention software. In some classes students are able to submit a draft paper to **Turnitin** to check for inadvertent plagiarism. Individual subject outlines will inform students whether there is a requirement for assessments to be submitted through **Turnitin** and whether students' assessments will be added to the assessment database in **Turnitin**.

SECTION 4: PROCEDURE

4.1. A member of teaching staff who becomes aware that a student may have breached academic integrity by plagiarising must decide whether to pursue the allegation based on an informed and comprehensive review of the available evidence.

4.2. If the above review supports the possibility of a breach of academic integrity, the member of teaching staff is to discuss their concerns with the Head of Department &

Dean of Teaching who will investigate the student's academic history (including academic performance and previous incidences of plagiarism recorded in the student's records). The Dean of Teaching will decide whether any action shall be

taken and if so whether that should be under the procedures for Minor Offences. If the Dean of Teaching considers the incident to constitute a Major Offence, she/he will consult the Deputy Principal.

4.3. Candidates shall be notified in writing of alleged Minor Offences / Major Offences and the evidence against them by Dean of Teaching. Candidates shall be invited to admit or deny the allegation and be permitted to defend themselves in writing and in person, accompanied by an individual of their own choosing. Any written defence or request to be heard in person, including the name and status of any accompanying individual, must be received by the Dean of Teaching within 10 working days of the notification of the alleged academic misconduct. The Dean of Teaching will make decisions on Minor Offences and impose appropriate penalties if required.

4.4. If the Dean of Teaching considers that it is Major Offence the case will be referred to the Academic Misconduct Panel headed by the Deputy Principal. Candidates shall be notified in writing of alleged Major Offences by the Academic Misconduct Panel at least five working days before the date of the Panel meeting. The notification shall include the nature of the charge, the evidence, and the date and time of the meeting of the Panel convened to consider the case together with details of the members of the Panel. Candidates shall be invited to admit or deny the allegation.

Candidates have the following rights:

- To submit a written defence and any other written evidence
- To attend the Panel meeting in person
- To be accompanied by an individual of their own choosing
- To call witnesses for examination at the meeting

4.5. The candidate shall be informed of the decision and the reasons for it in writing within 3 working days of the meeting

4.6. Candidates found guilty of Major Offences shall have the right of appeal to the Examination and Assessment Board (EAB) against the decisions of, and / or penalties imposed by the Academic Misconduct Panel. Appeals should be submitted in writing to the EAB Chairperson within 10 working days of the candidate receiving notification of the decision of the Academic Misconduct Panel and should set out the grounds for and nature of the appeal together with any evidence.

4.7. Having reviewed the case, the EAB shall reach a decision on the appeal. The Appeals Committee may confirm, set aside or amend the decision of the Academic Misconduct Panel and may confirm, increase or decrease any penalty imposed. The appellant shall be informed of the decision and the reasons for it in writing within 3 working days of the meeting. The decision of the EAB shall be final.

4.8. If a student has fully exhausted the College's Academic Misconduct Procedure and remains dissatisfied with the outcome, the student can appeal to external agencies e.g. Qualification awarding organisation

SECTION 5: PENALTIES

CASES NOT UNDER FORMAL PROCEDURES	
Where the plagiarism is the result of inexperience and inappropriate practices. These cases may be handled by the member of teaching staff and Dean of Teaching and need not be referred to the Academic Misconduct Panel	Decision: Minor Offences Action: The member of teaching staff will provide the student with advice on avoiding plagiarism. Penalty: The member of teaching staff may require the student to resubmit the assessment item. Marks may be reduced for inadequate citation of material (e.g., material copied from online sources without acknowledgment); Marks for an element of submitted work may be shared between students who have clearly submitted joint work without acknowledgment where this is not allowed
CASES UNDER FORMAL PROCEDURES	
Cases brought under the formal procedure where Dean of Teaching and member of teaching staff are concerned that a breach of academic integrity has occurred. Examples include: Failure to acknowledge the ideas of others.	Decision: Minor Offences Action: The member of teaching staff will provide the student with advice on avoiding plagiarism. The member of teaching staff may require the student to resubmit the assessment item. Penalty: The member of teaching staff may require the student to resubmit the assessment item.

Cases of extensive or concurrent plagiarism by the student, Work where large or significant sections have been copied without acknowledgment. Cases where plagiarism is suspected in more than one piece of work submitted by a student. Work where the plagiarised element would contribute significantly to the mark for the subject. Cases where it appears to be a deliberate attempt to deceive the examiners. All cases that are second offences of plagiarism.	Marks may be reduced for inadequate citation of material (e.g., material copied from online sources without acknowledgment); Marks for an element of submitted work may be shared between students who have clearly submitted joint work without acknowledgment where this is not allowed. Decision: Breach of Academic Integrity (Major Offences) Action: A written warning. The member of teaching staff will provide the student with advice on avoiding plagiarism. The Decision-maker will decide on the appropriate reduction of the student's mark(s) by an amount to reflect their assessment of the extent of the seriousness of the matter. The Decision-maker will send the student a letter outlining the outcome of the hearing. A copy of the letter is to be kept on the student's file Penalty Options (listed from minimum to maximum) Re-marking of the original work with the plagiarised section removed. Marks allocated as a reflection of the academic quality of the remaining work. Care should be taken in applying this penalty. The 'volume' of plagiarised work should not be used as the sole indicator of the significance of the case. Consideration should also be given to the validity of the remaining work and the ability for it to be marked in an edited form when plagiarised sections have been removed. Re-submission of the work, where this is normal practice for the discipline, should be restricted to a pass mark. A mark of zero for that assessment where the assessment item has been plagiarised by 50% or more. Significant cases may be referred to the Examination and Assessment Board where the decision may be made to award a fail mark for the module or to exclude the student from the College.
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SECTION 6: RELATED DOCUMENTS

1. Academic Misconduct Policy & Procedure (WLCBMS-008)

SECTION 7: APPENDICIES

Further information about '*Turnitin*' can be found at the following location:

http://archive.plagiarismadvice.org/documents/legal/DataProcessing_FactSheet_Revison.pdf