

## PLAGIARISM POLICY

Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another, for one's own benefit.

Plagiarism is a form of cheating, is contrary to the principles of academic study and is therefore unacceptable.

You may be familiar with the following examples of plagiarism:

1. Including in one's own work extracts from another person's work without the use of quotation marks and the acknowledgement of the source (which may be a book, a research paper, a web source, another student's work, a member of staff's comments or notes, pictures, etc.)
2. Summarising another person's work without acknowledgement
3. Using the ideas or help of another person without acknowledgement of the source (Help can include, for example, the provision of materials or assistance with statistics or data processing, and external collaborations)
4. Copying the work of another student, with or without their knowledge or agreement
5. Collaborating with students or others on a piece of assessed work that should be completed and submitted individually.
6. Cutting and pasting from electronic sources without explicit acknowledgement of the URL/author, and without having explicitly marked the pasted text in inverted commas or labelling the source of the diagram or illustration. The inclusion of large amounts of such pasted material, even if acknowledged, always raises doubts about how much of the work presented should be credited to the student. The same applies to over-quotation from a traditional, printed source.

### Avoiding Plagiarism

Students can avoid plagiaristic activity by ensuring that:

- All assistance provided during the preparation of any academic assignment is acknowledged using recognised conventions.
- All collaborative work is properly acknowledged, and appropriate credit given.
- Each individual piece of work in any project or assignment that has been done by another person is explicitly acknowledged.
- The work is properly referenced using citations in the recognised reference system for the subject area.

Guidance should be obtained from supervisors in the first instance, on the practices that apply in the relevant subject area and discipline.

Suspected plagiarism at any stage of a student's programme will be investigated and dealt with appropriately.

**NOTE: students must declare that any work they have submitted is their own**

### **Procedures**

LCPS has an Academic Misconduct Panel, who are members of the academic teaching staff. This panel, together with the internal and external examiners, is responsible for investigating suspected cases of plagiarism and, if necessary, for disciplinary hearings.

If an internal or external examiner suspect's plagiarism, they will consider the nature and extent of the plagiarism before acting.

### **Cases that do not need to be formally investigated.**

If the internal and external examiners consider that there is plagiarism in the work for assessment, but it is the result of poor scholarship (e.g., inadequate citation of a paper or picture), and can be considered small in terms of its contribution to the overall work, the instance will be highlighted as a correction.

### **All Other Cases**

The senior academic manager will interview the student to find out about the suspected plagiarism, and any special circumstances, in order to consider a way forward.

The student can be accompanied to the interview by a representative of his/her choice.

After the interview, the senior academic manager will complete a report. The report will include: the evidence of the suspected plagiarism; the report of the interview with the student; information given to students on the programme about the avoidance of plagiarism and any further information which the student wishes to be considered.

The senior academic manager will then decide whether the case should be referred to the Academic Misconduct Panel for further action.

If a case of plagiarism is proven, the Academic Misconduct Panel will impose a penalty. The panel has the power to apply one of the following penalties:

- Fail the work in question.
- Require that the work be re-examined with the material in question excluded, with whatever consequences follow from such action, including failure or award of a lesser degree.
- Require that the work be re-submitted with the inappropriate material removed and sufficient editing done to make the work comprehensible. In this case, the student will be advised of the time allowed for the re-submission. This penalty may also include the consequence that the resubmitted work is no longer sufficiently substantial for the original qualification and can only be resubmitted for a lesser qualification.

### **Note for Students**

**If you are suspected of plagiarism, you should cooperate fully with the investigation carried out. It is in your interests to be open and honest.**

### **Note on Procedure**

**What kinds of factors are considered when deciding whether a case is minor or significant?**

The Academic Affairs Manager may include consideration of the following factors:

- . The extent of the plagiarism
- . The views of the internal and external examiners
- . The student's stage in their academic career, including their previous experience and familiarity with UK conventions.
- . Whether there has been any previous occurrence of this nature
- . Any evidence of the intentional or unintentional nature of the incident
- . Information given to students on the course about the avoidance of plagiarism.
- . Any other factors considered to be relevant.