



# MANCHESTER LEARNING ACADEMY

## PLAGIARISM POLICY

REVIEW DATES:

15/01/2014

15/01/2015

## Plagiarism Policy

### Policy Statement

The College will not condone plagiarism and will take appropriate action if it is detected in students' work.

The College shall take steps to publish its Plagiarism Policy and ensure that students are made aware of copyright law and will Endeavour to keep the College community updated on such issues.

The policy outlines the College's approach to issues of plagiarism within learners' academic work. It aims to provide guidelines for staff when dealing with plagiarism, in addition to those highlighted in the BA Regulations and Student Charters.

The policy is intended to develop the learners' academic effectiveness rather than discriminate against individual progress within a specific field.

### *What is plagiarism?*

In minor cases, it can be the quotation of a sentence or two, without quotation marks and without a citation (e.g., footnote) to the true author. In the most serious cases, a significant fraction of the entire work was written by someone else: the plagiarist removed the true author(s) names(s) and substituted the plagiarist's name, perhaps did some re-formatting of the text, then submitted the work for credit in a class (e.g., term paper or essay) or as part of the requirements for a degree (e.g., thesis or dissertation).

When using another person's words, to avoid plagiarism one must *always* do **both** of the following:

1. provide a citation, either in the text or in a footnote, **and**
2. Either enclose their words inside quotation marks or put their words in a block of indented, single-spaced text.

### *Definitions of Plagiarism*

Plagiarism can be identified as:

1. Copying directly from a text (book, magazine or printed source) without reference to its author, or using an appropriate referencing system.
2. The word 'copying' can mean copying a sentence or paragraph verbatim without acknowledgment, or simply replacing a few verbs. Paraphrasing is also copying if

sources are not acknowledged at any stage and if the general sense of the text is not taken further in terms of conceptual analysis.

3. The use of electronic sources (internet, web pages, images etc.) without reference to the original source, and/or suggesting that these are the student's own work.
4. Direct facsimile of an image without due acknowledgment of its source.

Any of the above can be constituted as plagiarism if an intention to cheat can be proved.

### *Features of the Policy*

Plagiarism has become a growing problem in academic work often due to proliferation of information sources now available to students. Students will be encouraged to identify the implications of copyright laws within their area of study.

Serious cases of plagiarism by individual students, after advice and warnings have been given; will encounter severe penalties, which may affect the outcome of their studies. Specific issues of text or visual based plagiarism are often encountered by staff during particular projects, such as dissertation work.

The College will promote information on copyright law as it is made available. This may be found in the library /learning resource areas and on student notice boards.

Confidentiality must be respected during any investigation of plagiarism.

Students should be encouraged to note precise web page addresses, and the date of accession, when using internet sites, and to record this in their bibliographies/lists of sources.

### **Procedures**

- The policy should be introduced to student body at Induction
- Guidance should be given to enrolled students through tutorials/ assessment feedback
- College briefs should contain advice with regard 'copying' where appropriate, and the requirement for students to keep their notes and references from each project, in case further evidence of research is needed at any stage during their course.
- Staff who suspect plagiarism may ask students to submit their research notes, and/or to write a 'meta essay' (or abstract) in addition to the original, if this is considered useful to clarify the student's research methods
- If plagiarism is suspected, the exact nature of the problem should be identified and explained to the student at this stage. Their response to the allegation should be recorded in writing. The case will then be referred by the tutor concerned to the Course Leader, who will investigate further, in liaison with the College Director. They may use an appropriate plagiarism detection service to aid this investigation.
- If, following this investigation, it is considered that plagiarism has been proven, but is a relatively minor case, and does not involve Level 2 / 3 students, and then the Course Leader may issue an official warning to the student. This should be in writing, and should be kept on the student's file until the completion of their course. The student may also be

requested to submit for the project concerned again, as a first attempt. In the case of a level 1 student, a copy of the written warning will be sent to the appropriate College Moderator, together with a summary of the case.

- If it is considered that the case of plagiarism is proven, and of a substantive nature, or is minor, but involves a Level 2 / 3 student, then the following procedures will be followed.

The student will be requested to attend the panel to answer further questions about the alleged plagiarism. They will be given at least five days' written notice (a copy being sent to parents/guardians if under 19) stating:

1. the nature of the alleged plagiarism and a summary of the evidence;
2. the student's entitlement to accompaniment (detailed below);
3. Confirmation of the time and place of the interview.

The student will be entitled to be accompanied by a friend, student representative or relative, (but not by a legal or other professional advisor) at the panel, and will be entitled to state his or her case (including any mitigating factors) before any decision is taken. A copy of the College Plagiarism Policy will be sent with the notification.

1. At the Panel meeting, the case against the student will be detailed by the Director, and the student will be asked to explain their view of the case, and any circumstances which they wish to also be taken into account.
2. If serious plagiarism is proven, the Panel may impose a penalty from the following scale:

- Official Warning
- Formal Warning, plus referral for the project
- Formal Warning, and bar from resubmitting the project
- Referral, and Suspension from the course for one academic year
- Exclusion from the College

The student will have a right of appeal to the Principal against any recommendation for permanent exclusion or formal suspension, following the procedures laid down in the Student Disciplinary Code.

Any issue of plagiarism in dissertation work will normally be referred to the External Moderator for critical studies, after the student's Course Leader has been informed.