

POLICY ON PLAGIARISM



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Plagiarism

Plagiarism is defined as “stealing from the work or ideas of others” or “passing off somebody else’s work as your own”.

Students should be encouraged to know and recognise the differences between plagiarism, paraphrasing and exposition. *Plagiarism* is copying something down, or “cutting and pasting” from the internet and then submitting it as your own work. *Paraphrasing* is writing what somebody else has said or written in your own words, and *exposition* is summarising what somebody else has said or written in your own words and then commenting on what they have said or written using your own ideas. The first one is unacceptable when completing any kind of homework or coursework task.

Students should therefore be careful to keep a record of all the books, articles and web sources (sometimes called a bibliography or “webliography”) they have used so that there can be no doubt that what they have submitted is their own work *supported by research from other sources*. Put simply this means that it is perfectly acceptable to use the internet and books, but it is not acceptable to try to submit somebody else’s work from the internet or a book as your own.

Action to be taken if a student is caught plagiarising

If a teacher is concerned that a student has plagiarised a piece of work then they should follow the procedure below:

Work at the drafting stage (before the student has signed and submitted a *declaration of authenticity*, which all students must do when submitting coursework) the teacher will discuss the issue with head of department/faculty. The teacher will ask the student to repeat the work and warn them about the consequences of plagiarism. A letter should be sent home recording the concern that the teacher has. A copy of the letter will be passed onto the House Manager.

After signing and submitting the Declaration of Authenticity Form

If a student is suspected to have plagiarised work after they have submitted a declaration of authenticity, then the student will be spoken to. The work will be assessed as if the work is the student’s work, however the examination board will be notified of the student’s conduct.

Examination board’s view plagiarism as malpractice and students have been disqualified from units (scoring 0) because of plagiarism.

Document History

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