

Policies and Procedures:

Unfair Practice: Plagiarism, Collusion and Fabricated Data

Linked to:	
Other Policies:	Student Handbook; Communications Policy; Student Support Policy.
Key Values: Quality Code:	KV1; KV2; KV3
Quality Code:	B3 Learning and Teaching; B4 Student Support; B5 Student Engagement; B6 Assessment.

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Unfair Practice Policy

Plagiarism, Collusion and Fabricated Data

This document aims to clearly define the Brit College policy on plagiarism, collusion and fabricated data. All three are serious aspects of unfair practice.

Chapter B6: Indicator 14
Providers operate processes for preventing, identifying, investigating and responding to unacceptable academic practice.

Plagiarism

Plagiarism is a serious academic offence. It is a form of dishonesty that occurs when a person uses another person's work, ideas, research or other information without acknowledging the origin or source of the original work. Students need to be aware that this can include the inclusion of direct quotes, paraphrases, summaries, statistics, diagrams or images without correctly referencing the work and acknowledging the original source of the information.

Chapter B3: Indicator 6
Higher education providers maintain physical, virtual and social learning environments that are safe, accessible and reliable for every student, promoting dignity, courtesy and respect in their use.

What is plagiarism?

Plagiarism occurs when a student misrepresents, as their own work, the work, written or otherwise, of any other person (including another student) or of any institution. Examples of forms of plagiarism include:

the **verbatim (word for word) copying** of another's work without appropriate and correctly presented acknowledgement;

the **close paraphrasing** of another's work by simply changing a few words or altering the order of presentation, without appropriate and correctly presented acknowledgement;

unacknowledged quotation of phrases from another's work;
the deliberate and detailed **presentation of another's concept as one's own**.

All types of work submitted by students are covered by this definition, including, for example, written work, diagrams, designs, charts, musical compositions and pictures.

It is therefore essential that:

- quotations from published and unpublished sources are clearly acknowledged;
- web-based materials are not to be directly downloaded into an assignment and are fully referenced like any other source material;
- students do not incorporate materials/assignments purchased or acquired from internet sites or commissioned from sources which write assignments for payment;
- paraphrasing of material from others must be clearly referenced;
- students do not normally incorporate materials previously submitted at this or any other institution towards the completion of an award;
- sources of illustrations, photographs maps and statistics are acknowledged;
- unless students have been instructed to produce a group assignment, students must produce work which is uniquely their own;
- where work is done as part of a group the submission sheet should include a list of all students who contributed to this work.

Chapter B4: Indicator 5

To enable student development and achievement, higher education providers put in place policies, practices and systems that facilitate successful transitions and academic progression.

Collusion

Collusion is another serious academic offence and refers to the presentation by a student of work which is not their own. It involves the co-operation between two or more students who work collaboratively together to submit work, that is not original, and which is intended to deceive. All parties involved in collusion are considered to be equally guilty of this offence and both will be subject to both the College and the awarding organisation guidelines. Brit College is committed to ensuring that it does all it can to eradicate both plagiarism and collusion.

Chapter B4: Indicator 8
Higher education providers make available appropriate learning resources and enable students to develop the skills to use them.

What is Collusion?

Collusion occurs when, unless with official approval (e.g. in the case of group projects), two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in an identical, or substantially similar, form and/or is represented by each to be the product of his or her individual efforts. Collusion also occurs where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own. This includes the purchase of material from external sources.

Fabricated Data

What is fabricated data?

Fabricated data is defined as any data presented as part of a formal assessment and which has not been obtained by legitimate means of experimentation or enquiry and/or there is insufficient evidence to support its validity. Fabricated data also includes any instance where existing data has been falsified.

Chapter B6: Indicator 1
Providers operate effective policies, regulations and processes which ensure that the academic standard for each award of credit or a qualification is rigorously set and maintained at the appropriate level, and that student performance is equitably judged against this standard.

What happens if you plagiarise, collude or fabricate data?

Incidents of plagiarism, collusion and data fabrication will not be acceptable under any circumstances. Students are expected to submit all work as original in content and to meet College academic standards and guidelines.

Where existing, published material (both written and from the internet) is used and quoted, the Harvard referencing system must be used. Students have to sign a declaration of authenticity prior to submission.

Chapter B5: Indicator 4
Providers ensure that student representatives and staff have access to training and ongoing support to equip them to fulfil their roles in educational enhancement and quality assurance effectively.

The College will use all the tools and techniques it deems necessary to detect cases of unfair practice of any type. This includes the use of software such as Turnitin and a sample of assignments will undergo checks. A copy of the Turnitin report will be attached to each assignment and its results noted by the College before final submission for internal verification and Academic Board decisions.

Any assignment found to have been subject to plagiarism, collusion or data fabrication will be subject to the Colleges unfair practice procedure. Students are therefore advised to familiarise themselves with the consequences associated with these offences. Details of the procedure can be obtained from the administration office at the College and from the awarding body.

How can I avoid plagiarism, collusion and data fabrication?

In order to pass your course you are required to submit coursework and/or examinations that demonstrate that you have met the criteria of the learning outcomes.

In either situation you must take great care to ensure that the work you submit is your own. You will be reading books and journals and internet sources in completing your work. If you find something of interest that is relevant to your work, then you should include it. However, you must ensure it is fully referenced.

You should use Turnitin as a tool to check your work. It will tell you if you have forgotten to quote the sources of sections of your work. It will give you a percentage match in various categories. Think of Turnitin as something to help you. It is not just a tool the College uses to check the originality of your work. It is also a tool to help you.

Remember to ensure that you keep your work confidential. Do not lend your work – including soft copies – to others, as they may submit all or part of it as their own. This is Collusion. You are equally at fault in supplying the work as the person who copied it.

If you have any doubt or queries about any of your work, talk to a member of the course team.

What are “Initial Plagiarism” and “Repeated Plagiarism”?

“**Initial plagiarism**” normally refers to cases where a student is dealt with through these procedures for the first time. Cases should also be treated as “initial plagiarism” if the student has previously plagiarised but the results of the investigation of the earlier case[s] had not yet been made known to the student.

“**Repeated plagiarism**” refers to cases where a student who has already been dealt with through these procedures is found to have plagiarised on a later occasion. Cases of multiple plagiarism in assessments submitted at the same time will be treated as “initial plagiarism” unless, before submitting any of these assessments, the student had plagiarised on a previous occasion and had been advised that action under these procedures had been initiated.

Procedures and Penalties

The role of The Registrar

The Registrar is responsible for implementing the College plagiarism procedures across all levels. The Registrar reports to the Academic Director and meets as a group on a regular basis. Currently, teachers drawn from different departments who have relevant academic knowledge and sufficient overview of plagiarism issues to enable the procedures to be applied consistently across all the courses of study.

Chapter B6: Indicator 4
Providers assure themselves that everyone involved in the assessment of student work, including prior learning, and associated assessment processes is competent to undertake their roles and responsibilities.

Remedial action and Records

Where students are judged to have plagiarised, they will normally be directed to additional support materials dealing with plagiarism, academic referencing etc.

When a student graduates, the record of their plagiarism is deleted, and not passed on to other institutions.

This will normally be the case also if they leave College without graduating but, where their studies have been terminated for repeated plagiarism, College reserves the right to make this known to other institutions of Higher Education.

Chapter B6: Indicator 11
Assessment is carried out securely.

Reporting and Penalties

The tutor who detects plagiarism contacts the Registrar and provides them with the piece of work and the evidence of plagiarism. The Registrar exceptionally may advise the tutor that the incident is so minor that it is best be dealt with as poor academic referencing. If the Registrar agrees that the incident falls within the remit of this Policy, the Academic Director then issues a warning to the student, and the appropriate penalty is applied as follows:

- During the normal course of the year, if the plagiarism is the first case, the student is given the opportunity to re-submit the assignment within a reasonable timescale, having addressed the issues and made the necessary amendments. The re-submitted work is marked on a bare pass or fail basis.
- If the case is the Repeated plagiarism, the assignment will receive a mark of 0%. If the student fails the module overall, resubmission of this assignment will be allowed on the same basis as if it had failed from lack of merit.
- No further resubmission will be allowed if work which is already a resubmission is found to contain plagiarism.

The case is reviewed by the Registrar in accordance with the normal practice for review of work. Appeals against the decision of the Registrar may be made to the Chief Executive or Principal. The Registrar keeps a record of the incident.

Chapter B5: Indicator 7

The effectiveness of student engagement is monitored and reviewed at least annually, using pre-defined key performance indicators, and policies and processes enhanced where required.

Other incidences of unfair practice (academic misconduct): Policy and Penalties

Misrepresentation or falsification of academic achievements. This includes presenting forged documents during the enrolment or study period at the College and using others academic work(s) without permission or authorization.

Engaging in any conduct aiming to destroy academic work of others and making false representation or perception of own work.

Complete or partial involvement in assisting other student(s) to conduct any of the academic misconducts.

Chapter B6: Indicator 14

Providers operate processes for preventing, identifying, investigating and responding to unacceptable academic practice.

Reporting and Penalties

The tutor or member of staff who detects such misconduct contacts the Registrar and provides them evidence of the misconduct. Depending on the extent of the misconduct, the Registrar can take one/more of the following actions:

Minor Misconduct:

- Oral reprimand.
- Reprimand in writing.
- Redoing of academic work to be assessed.
- An additional assignment for assessment (by reporting to the course tutor).
- A lower grade in the course (by reporting to the course tutor).

The Registrar compiles a report to the Academic Director in their regular meeting in the event of major academic misconduct. The report includes the details of the misconduct, evidence submitted, student(s) involved, recommendations, etc. On the basis of the report, the Registrar and Academic Director may take one/more of the following actions:

Major Misconduct-

- A failing grade in the internally assessed course and submitting a written complaint against the student to the appropriate authority of the external bodies.
- Suspension or removal of the student from the course progressing.
- College Disciplinary procedure.
- Suspension or expulsion of the student from the College.

A hearing session can be arranged if the accused student(s) applies for contest to the allegation and penalties within ten working days of the decision. The Hearing Committee consists of the Chief Executive, the Registrar, the Academic Director and Head of the respective Department. The decision of the Hearing Committee is absolute.

Student Commitment

You will appreciate that if you engage in plagiarism of any sort then you risk your academic career. You are showing no respect for the College or the awarding organisation. You also have little or no self-respect.

In order to avoid any such bad practice – cheating – you must be able to say that:

My answers to homework, quizzes and examinations **are my own work** (except for assignments that explicitly permit collaboration).

I did not make solutions to homework, quizzes or exams **available to anyone else**. This includes both solutions written by me, as well as any official solutions provided by the course staff.

I did not engage in any other activities that will dishonestly improve my results or dishonestly improve/hurt the results of others.

If you cannot agree 100% to all three statements then you are guilty of plagiarism. You are a cheat, without integrity and without self-respect.