

Plagiarism and Academic Malpractice Policy

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Author:	Chair of Plagiarism and Academic Practice
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1. Introduction

- 1.1 Hugh Baird College has an ongoing commitment to fostering a culture of learning informed by academic integrity. All Hugh Baird College staff and students have a responsibility to adhere to this principle of academic integrity. Plagiarism undermines academic integrity and is not tolerated at Hugh Baird College. Plagiarism at Hugh Baird College is defined as using the words or ideas of others and passing them off as your own.
- 1.2 This document sets out the procedures for handling cases of plagiarism and academic malpractice. The purpose of this document is to set out procedures that staff should follow if they suspect academic malpractice. This document also enables students who are facing allegations of malpractice to understand the process and how Hugh Baird College will deal with their case. Each partner university issues guidelines on the use of in text citations and referencing which students will be required to adhere to.
- 1.3 All case of plagiarism will be subject to Hugh Baird College's student disciplinary guidelines.
- 1.4 Definition of Academic Malpractice; this is any activity deemed intentional or unintentional. The scope of this includes plagiarism, collusion, fabrication of results and anything that would result in marks being awarded to the student. It is important to note that academic malpractice is the result of a student's intention to deliberately cheat or may be committed unintentionally. However, whether intended or not any incident will be taken very seriously by the College.
- 1.5 *Plagiarism* is defined as presenting the ideas, work, words, or data without clear acknowledgement to the originator of the work. This encompasses direct copying of another person's work; this also includes another student. There is also self-plagiarism, this would be submitting work that has been used in a previous assignment.
- 1.6 The term "work" also applies to audio, visual mediums such as paintings, designs, photography, computer code, diagram, graph, or illustration.
- 1.7 *Collusion* is when unauthorised collaboration exists with another student or students to achieve a mark that they are not entitled to. Students who allow another student to copy their work are also committing collusion. Students may not lend their work which has been submitted for assessment to another student. Students should treat their academic work as their own property. It is a student's responsibility to protect their own work.

- 1.8 *Fabrication or the falsification* of results and/or data. This is the inclusion in student work of data, either qualitative or quantitative that has been made up or altered in some way which has no viable source.
- 1.9 *Dishonest Practice* is when students offer a bribe or inducement to any academic staff who are involved in the assessment process. They also make false declarations relating to their Mitigating Circumstances.
- 1.10 *Self-plagiarism*: Reuse of your own content such as text, charts, or graphs, without attribution. This is considered plagiarism because it does not credit the original source and misleads readers into believing this original.
- 1.11 *Misrepresentation* is any act or omission that is intended to deceive a tutor for academic advantage. Misrepresentation includes lying to a tutor to increase your grade or lying to a tutor when confronted with allegations of academic dishonesty.
- 1.12 *Conspiracy* means working together with one or more persons to commit or attempt to commit academic dishonesty
- 1.13 *Inappropriate citation* is citing sources which have not been read, without acknowledging the 'secondary' source from which knowledge of them has been obtained.

2. Responsibilities of Hugh Baird College

- 2.1 It is the responsibility of the College to ensure that all students either full or part-time can fully understand the implications of academic malpractice. This must be included in all student course handbooks and be accessible to the College Teams pages. It must be made clear that any case of academic malpractice is not acceptable in any circumstance. Where a case of malpractice has occurred student must be fully aware of the penalties that will be enforced.
- 2.2 Cases will be referred to Hugh Baird College Plagiarism Committee. Panel members will consist of the students, Personal Tutor, a Subject Specialist and Chair of Plagiarism and Academic Malpractice
- 2.3 No circumstances can justify academic malpractice. A penalty must always be applied to the student. If students do present mitigating circumstances as evidence, this may be taken into consideration when applying the penalty.

3. Fabrication of Results

- 3.1 In some cases students will be required to carry out practical work as part of their course. This includes both qualitative and quantitative research methods, such as surveys, questionnaires, and case studies. Under no circumstances must you seek to present results that have been fabricated and not properly obtained. In the case that it is discovered that results have been fabricated or falsified then you will be guilty of academic malpractice.

4. Offences relating to assessed work

- 4.1 Offences relating to the assessed work of a student encompass; practical work, models, garments, sculptures and artwork, computer programmes, dissertations and assessments will be regarded as plagiarism.

- 4.2 Offences that will be plagiarism are:

- The unacknowledged incorporation of another person's work in an assignment
- The unacknowledged summarising of another person's work
- The unacknowledged and/or unauthorised use of the ideas of another person
- Copying the work of another person with or without that person's knowledge or agreement and presenting it as your own work
- The representation of another person's work, without acknowledgement of the source, as their own
- The presentation of data in reports, assignment, final year projects and dissertations based on experimental work falsely claimed to have been carried out by the student, falsified data or data obtained by unfair means
- Completion of work with another person which is intended to be submitted as a candidate's own unaided work
- Allowing another student to access / copy all or part of their own work and to submit it as that student's own work
- Fabricating references or a bibliography
- Inclusion in coursework of any material which is identical or like material which has already been submitted for any other assessment within Hugh Baird College for example work from foundation degree submitted for a top up degree.
- The provision of falsified information that has the potential to give a student an unfair advantage

- It is not permissible to buy essay/writing services from third parties as the use of such services constitutes plagiarism because it involves using the words or ideas of others and passing them off as your own.

4.3 Ethical malpractice

These are issues which contravene the University's and regulations on research ethics. Ethical approval for dissertation submissions may be subject to referral to a malpractice panel for issues such as:

- Failure to gain ethical approval before stating a research project
- Avoidance of ethical responsibilities
- Ethical misconduct by irresponsible research practice

5. Media and Art Plagiarism

Use of an image, video, piece of music or text in a work you have produced without receiving proper permission or providing appropriate citation is plagiarism.

The following activities count as plagiarism. -

- Copying media (images) from other websites to paste them into your own assignments or websites.
- Making a video using footage from others' videos or using copyrighted music as part of the soundtrack.
- A photograph or scan of a copyrighted image (for example: using a photograph of a book cover to represent that book on one's website)
- Recording audio or video in which copyrighted music or video is playing in the background.
- Re-creating a visual work in the same medium. (For example: shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- Re-creating a visual work in a different medium (for example: making a painting that closely resembles another person's photograph).
- Re-mixing or altering copyrighted images, video, or audio, even if done so in an original way.

To avoid plagiarism always cite work correctly and find out about the works' usage permissions.

6. Writing Computer Code

Writing code is like academic writing in that when you use or adapt code developed by someone else as part of your project, you must cite your source. An inline comment in the code must be included. These comments not only ensure you are giving proper credit but help with code understanding and debugging.

The following activities count as plagiarism: -

- Copying code from an external source without crediting the source.
- Copy the code and adapt it when you are not the original developer of the code.
- Copy code from other students
- Re-use code as the solution to an assignment
- Code in a Cleanroom: Writing in a cleanroom is a process through which you physically separate outside text from your own. You can and should take similar precautions with your code, never mingling outside code with your work unless you have properly cited it.

To avoid plagiarism

- The URL and the date of retrieval are sufficient. Add more details if it will help the reader get a clearer understanding of the source.
- If you adapted the code, you should indicate “Adapted from:” or “Based on” so it is understood that you modified the code.

Comment Your Code Thoroughly: Every programming language as a means of inserting comments into code and thoroughly commenting code is a good practice every programmer should follow. When incorporating outside code into your work, comments are a straightforward way to illustrate what is and is not original. It is also useful if your tutor has any question about whether you wrote the code as good comments can illustrate a thorough understanding of what was written.

7. Contract – Cheating

Contracting another to write a piece of assessed work / Writing a piece of assessed work for another

This involves any means whereby a person does work (in whole or in part) on behalf of another which is submitted for assessment. It includes assessments done for someone else in full or in part by a fellow student, a friend or family member.

It includes sitting an examination for someone else.

It also covers obtaining material from internet 'cheat sites or other sources of work.

In cases where one student at the Hugh Baird College undertakes work for another, sanctions will normally apply to both students.

The contracting of another to produce work, or producing work for another, may be considered an act of misconduct under the Student Disciplinary Procedure

8. AAT Malpractice

- 8.1 Where the integrity of an evaluation outcome is called into question, the result may be declared invalid to protect the integrity of the qualification.
- 8.2 A case of proven malpractice against an individual student may result in withdrawal of their student membership, which will bar their continued studies.
- 8.3 All cases of suspected student or training provider malpractice or maladministration, conduct or practices that may jeopardies the validity and integrity of the assessment process to AAT immediately by telephone or email within 24 hours.
- 8.4 Authored reports on any suspected malpractice/maladministration must be submitted by the Head of Centre within two working days.
- 8.5 AAT will review each case of alleged malpractice/maladministration to establish the facts and circumstances relating to it and will ensure that outcomes are proportionate to the severity of the malpractice/maladministration.
- 8.6 AAT will inform the training provider and/or students of the outcome of the review and of any penalty imposed.

9. Penalties that can be imposed

- 9.1 The penalties for plagiarism and or collusion operate on the basis that each programme area has a responsibility to ensure that all students have a clear understanding of what constitutes plagiarism and collusion. In addition to this, students are provided with advice and guidance on how to avoid plagiarism and collusion. Explicit guidance should be provided during the first few weeks of students commencing their studies. Advice and guidance are available from Hugh Baird College Library. Each case is different, and the panel will use their judgement in awarding penalties.
- 9.2 Guide to determination of the penalties awarded to the student when using Turnitin UK.

The guidance given below is indicative only, based on Turnitin UK originality scores. When using Turnitin UK the originality scores should only be determined following exclusion of referenced material.

The evaluation of individual cases is the responsibility of person who is marking the module, who is well-placed to determine the severity of the offence in the context of the academic discipline and the nature of the assignment. In particular, the judgement requires consideration of the spread of the percentage scores across the identified sources and the extent to which the identified elements represent continuous text.

Severity of Plagiarism	Characteristics	Penalties to be imposed
<p>Poor academic practice First offences occurring in the first semester of the student's course should normally be treated as poor academic practice</p>	<p>This is not a disciplinary offence This involves collaboration or poor referencing but where there is evidence that the student did not appreciate the rules of academic writing or where the extent can be considered so slight as to not warrant disciplinary proceedings against the student. The work would create an extremely low similarity index on Turnitin UK, and it would normally concern issues including.</p>	<p>A formal warning is issued by the Tutor and the student directed to academic support within the department. The student is required to undertake the Library Referencing Plagiarism workshop. In cases of poor academic practice, the mark will reflect the academic merit of the work; the mark is likely to be low.</p>
	<ul style="list-style-type: none"> • copied material from sources which are cited but not in quotation marks. • limited amount of material which is in the bibliography but without proper referencing. <p>some collaboration between students evidenced in structure and sources, but original writing throughout</p>	<p>However, the module tutor may request a re-submission of the work.</p>

<p>Case 1 Plagiarism and/or collusion</p> <p>A Large amount of the students work involve plagiarism or collusion</p>	<p>The breach of the rules of collaboration and citation is caused by presentation of the material of others as the student's original material.</p> <p>This offence will be committed when the copied material represents a substantial proportion of the work.</p> <p>These are the following guidelines:</p> <ul style="list-style-type: none"> • Collaboration between students to produce work together with extremely high similarity. <p>This includes:</p> <ul style="list-style-type: none"> • similar structures • numerous identical blocks of text with only minor changes • similar references • Blocks of text in the submitted assignment taken from other sources, unaccredited and without citation. This can include material listed in the bibliography if the block of text is sufficiently large (several continuing lines). <p>Significant amounts of material which is not cited or listed in the bibliography, and which has been represented, subject to minor changes, as the student's own work.</p>	<p>The student will be given 0% for the module and an overall fail.</p> <p>The work must be re-submitted and will be scrutinised for plagiarism. The student will only achieve a maximum mark of 40%.</p>
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<p>Case 2 plagiarism and/or collusion</p> <p>This offence has been committed when the copied material represents a substantial proportion of the work submitted.</p>	<p>The breach of the rules of collaboration and citation is caused by presentation of the material of others as the student's original material.</p> <p>These are the following guidelines:</p> <ul style="list-style-type: none"> • collaboration between students to produce work together with extremely high similarity indexes, (as shown by Turnitin UK) This includes: - • Similar structures, numerous identical blocks of text with only minor linguistic changes, similar referencing • The line between Case 1 and Case 2 offences will be determined by the degree of originality in the two or more pieces of work where collaboration is evident • Blocks of text in the submitted assignment taken from other sources, unaccredited and without citation. This can include material listed in the bibliography if the block of text is sufficiently large significant amounts of material which is not cited or listed in the bibliography and which has been represented, subject to minor changes, as the student's own work. 	<p>A mark of 0% will be awarded for the assignment; the module outcome is calculated based on the zero mark for the component.</p> <p>If this results in failure of the module, the student should be required to resubmit the component for the purpose of credit but without any marks being awarded</p> <p>Students are normally allowed one referral opportunity for each component. The maximum mark achievable from referrals is 40% or the minimum pass mark for the module</p> <p>A referral will only be offered by if the student has not exhausted the referral opportunity for the module</p>
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<p><u>Case 3</u> plagiarism and/or collusion</p> <p>This is a <u>repeat offence</u> has been committed when the copied material represents a substantial proportion of the work submitted.</p>	<p>A repeat offence is defined as a piece of work identified as having been plagiarised and which has been submitted following prior imposition of a penalty for plagiarism.</p>	<p>A mark of zero (0) should be awarded for the assignment; the module outcome is calculated based on the zero mark for the component.</p> <p>If this results in failure of the module, the student should be required to resubmit the component for the purpose of credit but without any marks being awarded.</p> <p>If application of a penalty of zero for the component does not result in failure of the module, the module mark obtained for the module should be further reduced by 10% of the maximum available mark.</p> <p>Students are normally allowed one referral opportunity for each component. The maximum mark achievable from referrals is 40% or the minimum pass mark for the module</p> <p>A referral will only be offered by if the student has not exhausted the referral opportunity for the module</p>
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<p>Case 4 plagiarism and/or collusion</p> <p>Instances of the most severe plagiarism</p>	<p>Where the departmental processes do not provide a sufficient penalty.</p> <p>Examples include: -</p> <ul style="list-style-type: none"> • Purchasing of an entire piece of work or soliciting to do so or multiple repeat offences. • It may also be appropriate to refer to a disciplinary panel a case which is complex and where the department is unable to establish the facts, for example a case of apparent collusion where the identification of the guilty party cannot be ascertained. • A disciplinary panel has the power to impose penalties up to and including expulsion from the course. For Higher Education students this would be in conjunction with the partner University plagiarism and malpractice policy. 	<p>Refer to Plagiarism Committee</p> <p>Recommendation for expulsion with an alternative exit award as appropriate</p> <p>Recommendation for expulsion with any alternative exit award withheld</p> <p>In the case of Higher Education students, to assess the impact of the penalty the Committee must consult with the partner Universities policies on academic malpractice and plagiarism.</p>
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10. Repeat offences

- 10.1 A repeat offence is one that has occurred in the students' current programme of study. Instances of plagiarism that took place at Foundation Degree level will constitute as a previous offence in a BA (Top up) Degree.
- 10.2 In Education and Social work programmes acts of malpractice may be viewed as whether they are fit to practice in their chosen profession. It is then up to the panel to consult the partner university regarding further action that may be required.

11. Plagiarism Detection

- 11.1 The University Centre, UCLAN only uses plagiarism detection software called Turnitin UK. This is used to assist staff in identifying potential plagiarism in students' work that has been submitted electronically.
- 11.2 Students whose Partner University is the University of Central Lancashire are required to submit their work via Turnitin UK. This is plagiarism detection software.
- 11.3 If tutors consider work to be plagiarised, they are required to provide evidence to support their claims.

12 Notes for students on Plagiarism Hearing

- 12.1 Students who are accused of plagiarism **must not** ignore the issue.
- 12.2 If there is a Plagiarism and Academic Malpractice panel hearing, you **MUST attend.**
- 12.3 On the day of your plagiarism hearing make sure to arrive on time. Any student who is more than 15 minutes for their hearing will have it cancelled; it is then at the panel's discretion whether to re-schedule the session.

13 The Right to Appeal

- 13.1 The student has the right to appeal the decision at any point in the process. Mitigation may lessen the penalties but does not excuse the offence. It would be expected that the student would have submitted the correct paperwork with their tutor for mitigating circumstances. To appeal the student would appeal through the Hugh Baird College Academic Appeals process.

13.2 Grounds for Appeal

- There has been an error
- The assessment was not conducted in accordance with the awarding body or university regulations
- There is evidence that an irregularity has occurred.

The college reserves the right to deem the appeal not eligible where there is no evidence to support the claim.

13.3 Reference Documents

- HE Assessment Policy
- Student Disciplinary Policy
- HE Academic Appeals Procedure
- Assessment Procedures and Policies: EDEXCEL BTEC
- Assessment Policies & Procedures: Further Education

For further advice and guidance, please contact Head of Learning Resources on extension 4455.

Hugh Baird College

Balliol Road
Bootle
Liverpool
L20 7EW

Telephone
0151 353 4444

Email
enquiries@hughbaird.ac.uk

www.hughbaird.ac.uk