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University

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CODE OF PRACTICE
ON
PLAGIARISM

CARDIFF METROPOLITAN UNIVERSITY

Code of Practice on Plagiarism

1. Introduction

This Code defines Cardiff Metropolitan University's policies and procedures relating to plagiarism, and includes references to the University's Unfair Practice Procedure. It is based on the premise that the prevention of plagiarism should be a priority in Cardiff Metropolitan University and aims to achieve a situation where penalties for plagiarism become an exceptional occurrence.

Plagiarism can be both inadvertent and advertent. Inadvertent plagiarism is usually a result of poor understanding by a student of what constitutes plagiarism; often there are cultural factors involved. Advertent plagiarism is of increasing concern, particularly given the increase in availability of web based resources and of electronic copies of dissertations submitted by candidates at other Universities, either through commercial web sites or student networks.

This Code mainly addresses the offence of plagiarism, but it has to be borne in mind that there is a potential overlap between plagiarism and other forms of unfair practice, which are defined in the University's Unfair Practice Procedure. For example, the falsification of results may also be plagiarism if the student has downloaded data from another source and presented it as data collected during their own research.

Cardiff Metropolitan University's definition of plagiarism, as defined in its Unfair Practice Procedure, is set out below, together with the responsibilities of the University, its Schools and its students in reducing the incidences of plagiarism.

2. Definitions of Plagiarism

Plagiarism can be defined as using without acknowledgement another person's words or ideas and submitting them for assessment as though it were one's own work, for instance by copying, translating from one language to another or unacknowledged paraphrasing. Further examples of plagiarism are given below:

- Use of any quotation(s) from the published or unpublished work of other persons, whether published in textbooks, articles, the Web, or in any other format, which quotations have not been clearly identified as such by being placed in quotation marks and acknowledged.

- Use of another person's words or ideas that has been slightly changed or paraphrased to make it look different from the original.
- Summarising another person's ideas, judgments, diagrams, figures, or computer programmes without reference to that person in the text and the source in the bibliography.
- Use of services of essay banks and/or any other agencies.
- Use of unacknowledged material downloaded from the Internet.
- Re-use of one's own material except as authorised by the department.

3. Responsibilities of Cardiff Metropolitan University

- 31 The Pro Vice-Chancellor (Student Engagement) will oversee Cardiff Metropolitan University's strategies to prevent and to detect plagiarism, including any responses from the University to any relevant UK wide strategies and developments.
- 32 Cardiff Metropolitan University will, through Registry Services and Student Services ensure that all students, whether at the University or its Collaborative Partner Institutions, are aware of the characteristics of plagiarism and of the penalties for unfair practice. This information will be provided in the Academic Handbook, Student Handbook and any specific documents on Unfair Practice.
- 3.3. The University, through Registry Services will ensure that all students confirm at enrolment that they have received a copy of the Student Handbook and that they agree to abide by Cardiff Metropolitan University's Regulations and other Rules and Procedures.
- 34 Cardiff Metropolitan University will publish in its Regulations a statement informing students that they may be required to submit electronic copies of assignments, dissertations and theses, and that their assignments, dissertations and theses may be submitted to *TURNITIN* to detect plagiarism.
- 35 Cardiff Metropolitan University Units that provide support to students completing coursework will ensure that students are made aware of the characteristics of plagiarism, and will draw to the attention of students examples of inadvertent plagiarism at an early stage in the preparation of written work.
- 36 Cardiff Metropolitan University will ensure that plagiarism is included in any strategies for academic staff development, including training and induction programmes for academic staff.

3.7 Reviews of Schools conducted as part of the University's cycle of reviews will include consideration of School's policies and procedures with regard to plagiarism, how those policies are communicated to students, and the extent to which those policies comply with Cardiff Metropolitan University's Regulations, Procedures and Guidelines.

3.8 The University, through Registry Services, will monitor annually instances of plagiarism by means of an annual report and analysis of unfair practice cases to Academic Quality and Standards Committee and the identification of any substantive issues emerging therefrom.

4. Responsibilities of the School

4.1 The Dean of School will be responsible for:

- (i) the School's policies and procedures with regard to plagiarism;
- (ii) the School's strategies to detect plagiarism;
- (iii) the School's compliance with University Regulations, Procedures and Guidelines;
- (iv) staff training needs on matters relating to plagiarism.

4.2 Members of staff within the School who mark student's work will be responsible for identifying plagiarism using whatever methods are appropriate within any University or School guidelines, and any specific detection systems adopted by Cardiff Metropolitan University (e.g. *TURNITIN*).

4.3 Schools will ensure that any student or programme or module handbooks or other relevant publications within the School should include reference to plagiarism and the penalties for unfair practice, consistent with any Cardiff Metropolitan University publications. Such School-based publications should also include details of any support or counselling available to students who are concerned about plagiarism or referencing techniques.

4.4 Schools will ensure that instructions regarding the use of sources (primary or secondary), reference techniques and bibliographies:

- (i) are written in clear and unambiguous language;
- (ii) contain examples of good and bad practice;
- (iii) contain examples relevant to the subject area of the students' studies.

- 4.5 Module assignment briefs should be written in a clear and accessible manner, and should provide clear expectations relating to situations where students may be required to work together (e.g. group project work, seminar work, computer assignments), with explicit information on the extent to which collaboration is required or forbidden in (i) any research or preparatory work; (ii) any written assignments submitted for examination.
- 4.6 Schools will consider the need for special induction procedures for students whose first language is not English or Welsh, or whose cultures encourage deference to expert opinion. Such students should be encouraged to challenge received opinion and be made aware that independent thought will be rewarded.
- 4.7 The early stages of programmes should allow students the opportunity to develop good academic practice; for example, the first written assignment should be used developmentally. Academic staff should be made aware that it is considered good practice for students to be given the opportunity to submit work in draft form and to receive feedback identifying potential inadvertent plagiarism as part of the formative process. This is especially important for postgraduate programmes where there are limited opportunities for retrieval of failed modules.
- 4.8 Schools must provide students with guidelines on correct referencing techniques, including any subject specific conventions. This might include subject specific examples of plagiarism. Students should be given explicit feedback where their work has been inappropriately referenced.
- 4.9 Cardiff Metropolitan University's Unfair Practice Procedure makes provision for some minor cases of inadvertent plagiarism to be resolved without significant penalty. Incidences of inadvertent plagiarism should be followed up with support from academic staff to seek to ensure that the student understands why they were found guilty of plagiarism.
- 4.10 Schools should require all students to complete a cover sheet to accompany the submission of all assessed work; this may take the form of an on-line declaration in the case of electronic submission. The student must be required to declare that the work is their own and that they are aware of Cardiff Metropolitan University's regulations on plagiarism.
- 4.11 Schools should review regularly the assignment titles in respect of the topics covered, the extent to which topics are repeated across years, and whether the style of the question encourages a personal response from the student.

5. Responsibilities of the Student

- 5.1 It is the responsibility of students to avoid plagiarism.

- 5.2 Students must familiarise themselves with all guidance on plagiarism and its avoidance published in Student Handbooks, and other University or School publications.
- 5.3 Students should explore the writings of others as background and from which to quote in their own work to strengthen their arguments, but students should not copy or otherwise use the work of another without proper acknowledgment.
- 5.4 Students must submit work which is the result of their own efforts, and should be aware that the examples listed in Section 2 above all constitute plagiarism. Students must take care to avoid even inadvertent plagiarism; attribution to authors must be in the relevant part of the text.
- 5.5 Students should be aware of the concept of self-plagiarism, for example it is plagiarism if a student submits an assignment which is identical to, or a modified version of, an assignment which that student has submitted, and for which credit has been achieved, at Cardiff Metropolitan University or at another University.
- 5.6 Students should not assume that plagiarism is difficult to detect. Markers are often able to detect changes in writing style, or to recognise the work of others.
- 5.7 Students should seek guidance and counselling when uncertain of the characteristics of plagiarism or of referencing techniques.

6. Detecting and Reporting Suspected Plagiarism

- 6.1 All incidences of plagiarism must be reported to Registry Services in accordance with the requirements of the University's Unfair Practice Procedure, using any guidance or forms issued by Registry Services.
- 6.2 Allegations of plagiarism must be accompanied by documentary evidence that enable all sources of plagiarised text to be identified unambiguously. In this context, the student's work must be marked clearly to indicate all instances of plagiarised text and the source of each.
- 6.3 The reports produced by detection software (e.g. *TURNITIN*) must not be used alone to identify plagiarism. Results should be interpreted to determine whether an allegation of plagiarism is justified, sources must be obtained, and other indicators of plagiarism should be considered. The latter might include: changes in writing style, the use of specialist vocabulary or expressions beyond the student's writing ability, inconsistencies in the quality of writing or in fonts, formatting or referencing styles.

