

UNIVERSITY OF ULSTER

PLAGIARISM POLICY AND PROCEDURES (TAUGHT PROGRAMMES) 2006

The University has recently introduced a new policy and procedures for dealing with offences of plagiarism in coursework. It is therefore important that you read the following information.

DEFINITION OF PLAGIARISM

Plagiarism is the act of taking or copying someone else's work, including another student's, and presenting it as if it were your own. Typical plagiarists use ideas, texts, theories, data, created artistic artefacts or other material without acknowledgement so that the person considering this work is given the impression that what they have before them is the student's own original work when it is not. Plagiarism also occurs where a student's own previously published work is re-presented without being properly referenced. Plagiarism is a form of cheating and is dishonest.

Advice on proper referencing practices is given early in your course. If you are concerned about referencing techniques, please draw the matter to your Course/Subject Director so that you may receive extra advice.

STUDENT DECLARATION OF OWNERSHIP

When submitting coursework you will be required to sign the following declaration of ownership, which will appear on the coursework submission sheet:

I declare that this is all my own work and does not contain unreferenced material copied from any other source. I have read the University's policy on plagiarism and understand the definition of plagiarism. If it is shown that material has been plagiarised, or I have otherwise attempted to obtain an unfair advantage for myself or others, I understand that I may face sanctions in accordance with the policies and procedures of the University. A mark of zero may be awarded and the reason for that mark will be recorded on my file.

ELECTRONIC DETECTION SYSTEM

At the discretion of the module co-ordinator, coursework may be submitted to an electronic detection system in order to help ascertain if any plagiarised material is present. At enrolment you have given your consent to your work being submitted to electronic detection systems.

PLAGIARISM OFFENCES

Where a member of staff suspects that your coursework contains plagiarised material, you may be asked to attend for interview to discuss the piece of work. A record of the meeting will be kept. You may also be required to undertake an oral examination on the content of your work. If plagiarism is found to have occurred, you will be penalised in accordance with the Framework of Penalties for Plagiarism Offences in Taught Programmes. A note will be placed on your file.

FRAMEWORK OF PENALTIES

The Framework of Penalties for Plagiarism Offences in Taught Programmes follows.

FRAMEWORK OF PENALTIES FOR PLAGIARISM OFFENCES IN TAUGHT PROGRAMMES

1 ST OFFENCE	2 ND OFFENCE	3 RD OFFENCE	4 TH OFFENCE	PLAGIARISM DETECTED SUBSEQUENT TO GRADUATION
<p>Reduction in marks based on exclusion of plagiarised work.</p> <p>Formative interview with module co-ordinator and/or tutor.</p> <p><u>Where 1st offence is in Master's Dissertation:</u></p> <p>Mark of zero. Re-submit. Interview with Head of School and/or Course Director and/or supervisor.</p>	<p>Mark of zero for assignment containing plagiarism.</p> <p>Interview with Head of School and/or Course/Subject Director and/or tutor.</p> <p>Formal letter placed on student file.</p>	<p>Mark of zero for assignment containing plagiarism and maximum mark of 40% (UG) or 50% (PG) for coursework element.</p> <p>Case referred to Dean with recommendation of reprimand and fine not exceeding the maximum amount permitted under the Ordinance on Student Discipline at the time of application of penalty.</p> <p>Formal letter placed on student file.</p>	<p>Mark of zero for module.</p> <p>Case referred to University Disciplinary Committee with recommendation of suspension (1 semester or 1 year as advised by Faculty) or discontinue studies at the University.</p> <p>Outcome placed on student file.</p>	<p>The award may be revoked.</p>

NOTES:

- (a) After a student has received formative advice offences are cumulative and carry over from year to year. Offences are not carried over from undergraduate study to postgraduate study.
- (b) Penalty of mark of zero not implemented until formative advice has been given to a student. It may therefore be appropriate, depending on the proximity of assignment deadlines, to count two or three occasions of plagiarism as one offence.
- (c) A student who does not attend for interview (1st offence) will be deemed to have received formative advice for the purpose of applying penalties.
- (d) When formative advice is given to a student, or an interview held, a note should be placed on the student's file. If the student does not attend for interview, this should also be noted on the student's file. Best practice recommends that more than one member of staff should be present when interviewing a student.
- (e) It is proposed that in due course all offences are recorded on the new Student Record System when it is introduced. Until then, plagiarism records should be kept at Faculty/School/Subject level. This is simply to record the number of offences. It is not a penalty.
- (f) 'Assignment containing plagiarism' means the assignment which contains the plagiarised material, and not all the assessments for the module. 'Maximum mark for coursework element' refers to the total aggregate percentage mark for all the pieces of coursework in the module.
- (g) When, in the academic judgement of the member of staff, the plagiarism is of a very minor nature and may be attributed to incorrect referencing techniques, it may be penalised as such rather than as plagiarism.
- (h) When a student fails in assessment following the application of a penalty, the normal consequences of failure as set out in course/award regulations apply.
- (i) In addition to the academic and disciplinary penalties which apply under the Framework, some students may also be subject to the codes of ethics/behaviour of certain professions and the Ordinance on Fitness for Practice may also apply.