Soar Valley Music Centre

Music for Everyone!!

SOAR VALLEY MUSIC CENTRE POLICY DOCUMENT

PLAGIARISM POLICY

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Definition

1) Plagiarism is defined in two basic ways in the context of this statement.

2) The submission of work by a student originally undertaken by another person and purporting to be original work for assessment or examination purposes.
The extensive copying of material from published sources or computerised formats included in any assessed work without due acknowledgement to the original source.

Scope and Examples of Plagiarism

1) Failure to provide references or a bibliography for material used in assignments. Except for short extracts, with suitable references, students must not reproduce text, diagrams, drawings, tables or photos lifted wholly from books, articles, the internet or other electronic sources produced by other persons. In the same way students must not summarise the ideas or arguments of others without giving a full reference to the source of the material.
2) Collusion. Except in-group assignments, the work submitted by individual students must be wholly their own work and must not have been produced as a result of undue collaboration.
3) Theft. The theft of work in published or electronic format by one student from another and the submission of that material as one's own is plagiarism.
4) Cyber-plagiarism. This is the wholesale downloading of information from the Internet and its inclusion in assignments without acknowledgement or reference. It can take three main forms:
5) Unintentional cyber-plagiarism where, due to poor key skills or lack of training in referencing, students fail to reference properly work downloaded from the web.
6) The deliberate cutting and pasting of large chunks of web text without reference, which the student then submits as original work.
7) Students using " cheat sites" or "essay banks" and submitting the work as original.

Monitoring

- It is important that staff are aware of the various requirements of their assessment/examining body, for example EDEXCEL, with regard to plagiarism and the means by which other people's work can be appropriately used inside their assignment/essays.
- Staff must as part of the quality control and assessment rigour challenge the student to substantiate the originality of that work. Naturally staff will be aware of a student

whose quality of class work is lower than his/her assessment work and should explore reasons for the inconsistency. Such inconsistency must also be identified in the IV procedure. Staff must consider that at this stage that students may be expressing a learning difficulty and not be guilty of any misdemeanour.

- Where tutors suspect a student of plagiarism they should, in the first instance, reflect back their concern to the student. If the tutor is not satisfied with the explanation offered then the matter should be referred to the course team. The course team members should then be aware of this particular student's approach and check other work he/she has submitted.
- The College reserves the right to submit any suspected examples of plagiarism for electronic checking by **JISC, HEFCE** or any other appropriate external body.
- All possible instances of plagiarism should be discussed with the student(s) concerned and if the matter is not resolved then, it should be referred to the internal verifier of the course concerned (or the course/Team Leader in the absence of an internal verifier) for a decision on action.

Penalties for Plagiarism

- Penalties for proven cases of plagiarism as defined in this statement can range from failure in the assignment concerned to more serious actions.
- In cases of collusion, penalties will apply not only to the student submitting the work, but also to the student who has allowed his/her work to be used.
- Where the course team/internal verifier/Team Leader have proved, after proper investigation, that plagiarism has occurred, they are entitled to invoke the college Student Disciplinary Procedure.
- Any suspected instance of plagiarism may cause the Student Disciplinary Procedure to be invoked.
- In such cases the process, as laid down in the Student Disciplinary Procedure, will be followed.