**Student Guidance on Plagiarism and Malpractice**

**Summary**

Plagiarism is something that you will hear talked about a lot on your programme of study and it is something that National Star College takes very seriously. On your programme of study you can expect to be taught what plagiarism is, why you mustn’t do it, and how to avoid it, and the following is an aid to be used during your time at college.

**What is plagiarism?**

Plagiarism is when you hand in a piece of work which is it not completely your own, but which you are presenting as your own.

This may, for example, be an essay or assessed presentation that includes someone else’s work, or has been written for you (this also includes using translation software). It may be work that includes sections copied from the internet or books written by other people but which you are presenting as your own work (perhaps by not making clear to the marker where these sections have come from).

To avoid plagiarism you must properly reference other people’s work.

The College’s definition of plagiarism does not include intention because this is difficult to identify. This means if you submit a piece of work which, for example, contains ideas from other sources which you have not referenced, or includes the exact words of others without putting them in quotation marks, it would still be considered as plagiarism regardless of whether you intended to do so. It is important therefore that you fully understand plagiarism and how to reference correctly to ensure it doesn’t happen by accident.

Students can also accidently plagiarise if they run out of time to complete their work to their usual standard and do not leave enough time to proof-read and check all source material is quoted and referenced appropriately.

Managing your time and aiming to finish all coursework assignments in advance of the deadline will ensure you can check your work afterwards.

If you are experiencing any personal or medical difficulties which are preventing you from completing your work in time and causing you to rush, please do seek advice from your Course Tutor about how to apply for an extension.

**Academic Misconduct**

Academic misconduct at National Star is categorised into three areas: plagiarism, collusion and cheating through deception and fraud. It is College policy that all allegations of academic misconduct will be thoroughly investigated and may result in disciplinary action being taken.

An explanation of what is meant by the different types of Academic Misconduct is given below:

**Collusion Includes**: collaborating with other students in preparing a piece of work and submitting it in an identical or similar form and claiming it to be your own, obtaining unauthorised co-operation of any other person when preparing work which you present as being your own, allowing someone to copy your work which they then present as being their own.

**Cheating Includes**: communicating with any other student in an examination, copying from any other student in an examination, bringing any unauthorised material into the examination room, and copying another person’s coursework. Purchasing an essay and presenting it as your own is also against College regulations.

**Plagiarism Includes:** creating the impression that someone else's work is your own, quoting someone word for word, or summarising what they say without acknowledging them in a reference.

Examples of what plagiarism looks like:

• Copying – a student should not copy someone else’s work or thoughts and pass this off as their own, even if s/he has permission without the correct referencing;

• Copy and paste – a student may not copy text verbatim and pass this off as their own, without using quotation marks and citing the original source;

• Paraphrasing – avoid closely paraphrasing someone else’s work (e.g. by changing the order of the words slightly); either quote the work directly using quotation marks or put the ideas completely in your own words;

• Self-plagiarism – when students submit the same piece of work (or a significant part thereof) for different assessments – students can only be given credit once for any piece of work, even if it is from another institution or examining body.

**Plagiarism summary**

• It is very important that you refer correctly to studies and publications that you have read and included in your coursework assignments;

• Plagiarism can occur accidently (when you did not intend to present others’ work as your own) – this can happen through incorrect referencing, poor note-taking practice, a lack of understanding of plagiarism and not checking your essay thoroughly. It is your responsibility to ensure you understand how to avoid plagiarism;

• You will be reminded that all work submitted must be your own, and must not be as a result of collaborating with anyone else;

• You must use your own words at all times. If you wish to use a quote from a paper or article, remember it must be placed in quotation marks, and the author and year given;

 • Submitting the same piece of work (or a significant part thereof) twice for assessment will be regarded as cheating. This practice is known as ‘self-plagiarism’.

**Common Examples of Plagiarism and How to Avoid Them**

Examples How to Avoid Copying – inserting the writing or thoughts of others, either published or unpublished, and passing off as your own. Ensure all extracts and ideas are correctly referenced. Ensure to expand on the ideas of others to show how it applies in your situation.

Copy and Paste – copying text verbatim and passing off as your own work.

Ensure that quotation marks are used where taken directly from another’s work, and cite original source material Paraphrasing – re-ordering the words of another to avoid direct quotation. Quote the work directly or use your own words to communicate the idea and cite the source.

Allowing another student to submit your work as their own. Ensure you do not share copies of your work with other students for payment or otherwise.

**Sanctions**

The College has revised its guidance so that instances of ‘major offences’ will be dealt with by the Principal.

All other offences will be dealt with at pathway level, by Programme Managers, with the option to refer sufficiently serious cases to the Principal.

Examples of major offences include but are not limited to:

• Where there are serial occasions of academic misconduct offences;

• Where a student has inserted the writing or thoughts of others into their written work without the correct referencing (omitted from reference list) unless there is evidence that this constitutes less than 49% of the totality of the work and/or it is a repeat offence;

• A student who substantially copies (49% or more of the totality of the assignment) someone else’s work or thoughts and clearly attempts to pass this off as their own including using images and audiovisual presentations without acknowledgement;

• A student who copies text verbatim (49% or more of the totality of the assignment) and clearly attempts to pass this off as their own, without using quotation marks and citing the original source;

• Where a student takes unauthorised material into the examination hall/room;

• Where a student takes and uses unauthorised aids (e.g. a calculator or an iPhone) during an examination when not expressly permitted;

• When medical conditions or evidence are falsified to gain an advantage (e.g. deadline extension);

• Where a student allows another student to submit their work (in part or as a whole) as their own.

Examples of other offences include but are not limited to:

• Where a student has inserted the writing or thoughts of others into their written work without the correct referencing (omitted from reference list) unless there is evidence that this constitutes 49% or more of the totality of the work and/or it is a repeat offence;

• Where a student closely paraphrases small sections of someone else’s work (e.g. by changing the words or the order of the words slightly) without using the appropriate citation conventions;

• When the student does not comply with the instructions given in the examination hall on an examination paper;

• When a student does not comply with the instructions of an invigilator in the examination hall/room;

• When a student talks to other students whilst under examination conditions

**Approved O Sandell October 2023**