

PLAGIARISM POLICY

Cooperation in the creation and pursuit of knowledge is encouraged and often necessary. However, cooperation must be distinguished from plagiarism. Plagiarism is taking someone else's thought, writing or invention and claiming it as your own. It is a form of cheating, and is unacceptable in the academic world.

There is intentional cheating, where someone else does the assignment for a person, but this is unlikely in a mature, self-directed learning program where the purpose is for one's own learning rather than impressing the teacher.

Sometimes plagiarism can happen unwittingly; however the person is still held accountable. Hence it is essential to understand and use correct referencing.

What you might borrow from another person's work:

- Words
- Phrases
- Sentence structure
- Specific ideas
- General organisation

Some examples of plagiarism are:

- failure to reference source material or unpublished work of other people;
- copying text (e.g. similar sentence construction) without quoting the original work and attributing the work to its rightful author;
- one or more students cooperating to complete an assignment or project and then handing in identical answers unless the assignment or project is clearly designated as a group project;
- one student copying any part of another person's assignment or project unless the assignment or project is clearly designated as a group project.

The expectation of SGI is that work submitted is:

- the sole effort of the student;
- or the effort of an individual student who may have discussed general principles with others in order to understand the topic, but who is responsible for submitting an individual piece of work;

Any contribution from others *must* be acknowledged as part of the submitted work. Students must declare if their work is done jointly or borrows heavily from others. Failure to do so is plagiarism and is taken very seriously. If a possible case of plagiarism is detected, the students concerned will be interviewed by the lecturer. Should plagiarism be confirmed, appropriate measures will be taken and applied to all students involved in the plagiarism except that no penalty will be applied to an innocent party who did not permit the copying of his or her work.

Penalties for plagiarism will be imposed according to the following scale;

1. *1st offence*: a warning and a request for resubmission of the assignment. Students may also be advised to complete a study skills module.
2. *2nd offence*: loss of 20% for the assessment and resubmission of the assignment.
3. *3rd offence*: students who commit a serious plagiarism offence for the third time may be expelled from the course.

If students believe they have been unfairly treated, they may appeal in the same manner as for appeals against academic assessment.

Date Policy Endorsed by Board of Governance	Review Date: This policy is periodically reviewed and revised. Revisions are made as and when required. The period between reviews must not exceed 4 yrs. The date for review of this policy is on or before 6/2012	Initials