

PLAGIARISM POLICY

Plagiarism is using without acknowledgement, someone else's words, work or ideas without acknowledgement

Introduction

Assessments exist to help demonstrate your knowledge and understanding. Assessment decisions are made when you have demonstrated the extent of this knowledge and understanding and shown evidence of meeting the learning criteria.

Good academic practice is the process of completing your work independently and honestly; using the appropriate style and with all sources fully attributed according to academic requirements.

When you submit a portfolio you are asked to confirm that the work you are submitting is your own and has not been written by anyone else. Whilst you may collaborate with others in studying, submitted work copied from or written jointly with others is not acceptable.

Plagiarism

Plagiarism is using someone else's words, work or ideas without acknowledgement. If you submit a portfolio that contains work that is not your own, without clearly indicating this, you are committing 'plagiarism' and this is academic misconduct.

This might occur in a portfolio when:

- using text downloaded from the internet
- using a phrase or sentence that you have come across or translated from another source
- copying word-for-word directly from a text or other source
- paraphrasing or translating the words from a text or other source very closely
- copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources
- copying from the notes of another student
- paying for work from other sources and submitting it as your own

It is important to understand that if you do not acknowledge fully the sources that have contributed to and informed your work you are misrepresenting your knowledge and abilities. Since this may give you an unfair academic advantage in assessment it is considered to be academic misconduct.

Where plagiarism is suspected the portfolio will not be accepted as evidence and returned to the student.

Guidance:

Although you are encouraged to show the results of your reading or research from works or information sources on your subject, copying from such sources without acknowledgement is considered to be plagiarism and will not be accepted by the College.

You must make it clear which words and ideas are yours and which have come from elsewhere.

If you are using the words that appear in the source i.e. quoting, you must show these words in quotation marks accompanied by a reference.

If you are summarising (sometimes called paraphrasing) ideas in a source you must also acknowledge these.

If you are new to academic study you may find it difficult to understand these academic conventions and this can lead to poor academic practice. In the same way as you want to learn about your particular area of study, it is equally important that you learn how to write and present your work so that it meets the requirements of good academic practice.

Plagiarism primarily takes one of two forms:

- i) students' misuse of information from the web or other sources, where they 'cut and paste' sections of text from these resources directly into their assignments without acknowledging the original source
- ii) students working too closely with one or more individuals to help solve and/or answer an assessed task or question, resulting in the production of a joint answer or solution (whether intentionally or not) to gain an unfair advantage over others in their assignments. This form of plagiarism is called collusion.

This policy was approved by the IFD College Governors on 1st December 2018

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