

UNFAIR PRACTICE

Unacceptable academic practice, particularly in assessment, is known as Unfair Practice. Unfair Practice may take a variety of forms, including:

Plagiarism

Plagiarism is defined in the Oxford English Dictionary as 'the taking and using as one's own, of the thoughts, writing or inventions of another'. It does not matter whether the source was an original document, a book or article, or a fellow student.

Plagiarism can take a variety of forms:

- a) Copying sections from one or more books or articles without acknowledgement of the source(s). Note the phrase 'one or more'. It is still plagiarism if you reproduce sections from several sources rather than one, in a 'cut and paste' approach.
- b) Excessive dependence upon one or a limited number of sources is plagiarism if the sources are inadequately referenced, even if the exact wording used by the original author(s) has been modified.
- c) Collusion with other students. Students should be aware of the distinction between 'collaboration' and 'collusion'. Some assignments encourage or require students to collaborate with fellow students and submit joint work. The majority, however, assess individual work, and do not permit collusion. Students should never submit joint work unless it is clearly required by the module's written documentation, and in such cases students should always seek clarification from their tutors as to the level of collaboration that is acceptable.

You should ensure that your work (whether paper-based or electronic) is not made available to other students. Failure to secure work adequately can mean that you may be implicated in an accusation of plagiarism.

You are expected to present your own words, your own analysis and your own argument. It is acceptable to use the work of others to support arguments and analysis, and tutors will be able to inform you as to what constitutes good practice and to give help with subjects such as referencing and the provision of footnotes. If you are in any doubt about what constitutes good practice rather than plagiarism, you must consult your tutors for advice.

It is not acceptable to submit the same piece of work for different assessments or modules, nor may you re-use work

originally submitted at another institution for which credit has already been obtained. This constitutes 'double counting'. You may legitimately draw on the same body of material for more than one assignment, but it is never acceptable to submit the same work. If in any doubt about acceptable practice, you should consult your tutors for advice before submission.

Penalties for Unfair Practice

Where an accusation of unfair practice has been substantiated to the satisfaction of the Unfair Practice subcommittee, the accusation is said to be established. The subcommittee shall judge the seriousness of the offence and exercise its discretion in applying an appropriate penalty. In determining the appropriate level of penalty to be applied the subcommittee will consider the extent of the unfair practice, the degree of deception involved, whether the student has been subject to a previous accusation of unfair practice, and any admission and explanation by the student of the unfair practice.

Plagiarism True or False?

1. It isn't plagiarism if you copy sections from several different sources.

T/F

2. If you have changed the wording a bit it doesn't count as plagiarism.

T/F

3. It is called collusion when you copy parts of someone else's work.

T/F

4. You can use the same work in more than one assignment.

T/F

5. It is helpful to share your assignments with other students.

T/F

