

Plagiarism and Cheating Policy and Procedure

1. Rationale

This Oxford English Language Centre (Oxford) policy establishes a framework for the definition of and processes for preventing and dealing with instances of cheating and plagiarism. The purpose is to develop student awareness of cheating and plagiarism and list the preventative and corrections procedures Oxford undertakes in dealing with the most common form of academic cheating, which is plagiarism.

2. Scope

This policy and procedures apply to all staff and students at the Oxford English Language Centre.

3. Policy

- 3.1 Plagiarism means that students are not demonstrating their own understanding and learning in their assessments, and can be gaining unfair advantages over other students by submitting works that are not their own.
- 3.2 The level of intent to deceive and the extent of the plagiarism should be the criteria for determining penalties.
- 3.3 Offences of plagiarism will attract penalties which may vary from counselling and a warning, the deduction of all marks for the assignment, to failure in the subject. The penalty will depend upon the extent of the plagiarism, whether it is a first or repeated offence, whether there is evidence of deliberate deceit and whether an advantage has been taken of another student.

4. Definitions

- 4.1 Cheating is an attempt to give or obtain assistance in a formal academic exercise or examination without due acknowledgment.
- 4.2 Plagiarism means knowingly presenting the work or property of another person as if it were one's own without appropriate acknowledgement or referencing. It includes:
 - word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, article's themes, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes, tapes or works of creative arts);
 - closely paraphrasing sentences, paragraphs or themes;
 - using another person's ideas, work or research data without due acknowledgment;
 - submitting work which has been produced by someone else on the student's behalf as if it were the work of the student;
 - submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement;
 - copying or submitting computer files in whole or in part without indicating their origin
 - in the case of collaborative projects, falsely representing individual contributions of collaborating students where individual contributions are to be identified.

4.3 Plagiarism can involve:

- copying any material from books, journals, study notes or tapes, the web, the work of other students, or any other source without indicating this by quotation marks or by indentation, italics or spacing and without acknowledging that source by footnote or citations
- re-phrasing ideas from books, journals, study notes or tapes, the web, the work of other students, or any other source without acknowledging the source of those ideas by footnotes or citations. This could include material copied from a source and acknowledged, but presented as the student's own paraphrasing.
- words quoted directly from another source without acknowledgement
- submitting another student's assignment as your own or paying someone to write your assignment for you, or buying a paper and submitting it as your own work
- using parts of a past student's assignment in your assignment without acknowledgment
- using the structure, argument and research sources from another student's answer.

4.4 Levels of Plagiarism at Ozford:

Level I plagiarism (low level) is identified and dealt with at the unit level. The student will be required to undertake a remedial / learning exercise and given the option to revise and resubmit their work. No mark penalty is imposed.

Level II plagiarism (substantial level) is confirmed and dealt with at the course level. The student may be interviewed. A penalty will be imposed for confirmed incidents, and the student may also be required to undertake a learning exercise.

Level III plagiarism (intentional level) is confirmed and dealt with at the school level through a Hearing or a Board of Discipline. A significant penalty may be imposed if the student is subsequently found guilty.

5. Procedure

Preventing Cheating and Plagiarism

5.1 All staff involved in training/assessing will assist in providing a learning and teaching environment that upholds academic integrity. It is the trainer/assessor's responsibility to:

- provide clear instructions regarding assessment requirements
- provide appropriate training and support to assist students to learn the academic required for their assessment tasks
- provide marking criteria and an "Assessment Cover Sheet" for assessment tasks and require the signature of the student declaring that all cited works have been acknowledged.
- take all reasonable steps to detect plagiarism and/or cheating
- investigate the incident according to the procedure if a suspected plagiarism incident is brought to their attention.
- explain the consequences of plagiarism to students of Ozford who are not aware that plagiarism is a serious academic offence
- Introduce the students to Turnitin, the anti-plagiarism software, and provide instruction on how to use it.

5.2 All students have a responsibility to prevent cheating and plagiarism by:

- ensuring that they have a sound knowledge of what cheating and plagiarism is

- produce original work with appropriate and correct citations of the work, information, ideas that are taken from any source
- take careful notes of ideas or information are sourced
- acknowledge others' work correctly (phrases, quotations, ideas, graphics, diagrams, charts, tables and figures)
- ask questions to clear any doubts that you may have on cheating and plagiarism
- clarify/check what actions could be interpreted as cheating and plagiarism
- Use the Turnitin software to submit and check originality of written work.

Managing and Dealing with Cheating and Plagiarism

- 5.3 As part of the cheating and plagiarism management procedures, the ELICOS Coordinator will ensure that comparable penalties are applied for equivalent acts of cheating and plagiarism. The following procedures must be adhered to when managing alleged cheating and plagiarism at Ozford.
- 5.4 Upon detecting possible plagiarism, a staff member will report the incident, together with relevant evidence, to the ELICOS Coordinator.
- 5.5 On receiving details of alleged cheating and plagiarism, the ELICOS Coordinator, together with the staff member reporting it, will decide whether or not plagiarism has occurred, and if it has occurred, use the "Plagiarism Level Assessment" to assess the level of seriousness. Staff who suspect plagiarism should always consult with the ELICOS Coordinator.
- 5.6 If plagiarism has not occurred, there should be no further action.
- 5.7 If Level I cheating or plagiarism has occurred; the ELICOS Coordinator should provide appropriate educational or remedial advice to the students. Students will be:
- given written notification of the nature of the fault in their work,
 - provided with the opportunity to learn from their mistakes and correct their work, and
 - given the opportunity to re-submit the assessment (or part thereof) for remarking.
- 5.8 If Level II cheating or plagiarism has occurred, the ELICOS Coordinator will provide the student with written details of the complaint and access to copies of relevant evidence. The student will be allowed ten (10) working days to respond. They may choose to explain or defend their actions in writing and/or to attend an interview with the ELICOS Coordinator.
- If cheating or plagiarism *is confirmed*, the ELICOS Coordinator will impose an appropriate penalty and then notify the student, in writing, of the decision. Educational or remedial advice may also be offered.
 - If plagiarism *is not* confirmed, there should be no further action.
 - When the matter is concluded, a record of the incident will be forwarded to the ELICOS Coordinator.
- 5.9 If Level III cheating or plagiarism has occurred, the ELICOS Coordinator will review the evidence and then may conduct an Appeal meeting to investigate the alleged plagiarism. The ELICOS

Coordinator will ensure appropriate records are maintained and as necessary, notify other academic staff members responsible for the student's progress.

- 5.10 Alleged cheating or plagiarism reported by an external supervisor/examiner should be referred directly to the ELICOS Coordinator who will manage the cheating and plagiarism accordingly.

Maintaining Records

- 5.11 Secure and effective storage of records of confirmed incidents of plagiarism will be maintained in the students' files.
- 5.12 Access to students' file/records must be made through the ELICOS Coordinator.
- 5.13 If an accusation of cheating or plagiarism is dismissed, no details will be lodged on the student's record.

6. Feedback

Feedback or comments on this policy and procedure is welcomed by the Executive Management Team.

Cheating and Plagiarism Level Assessment

Place a tick at the appropriate place on each continuum. Make an overall judgement about the level of seriousness. Final level above Level I must be ratified by the ELICOS Coordinator.

Name of student: _____ Unit/Code: _____ Date: _____			
Staff member: _____ Course Coordinator: _____			
Criteria	LOW LEVEL	MEDIUM LEVEL	HIGH LEVEL
Experience of the student Relates to your expectation that the student should be aware of the seriousness of their actions.	← For example: First year student or first semester of course Cultural considerations/mitigating circumstances e.g. no prior instruction or unclear instructions given students: in pre-candidacy draft	For example: Students after first semester of course but before final year After completion of known instruction in avoiding plagiarism students: in candidacy or early to in mid-course thesis drafts	→ For example: Final year, experienced student Where student is expected to fully understand and exhibit academic integrity students: in final thesis drafts or submitted thesis
Nature of plagiarism Nature of the breach of academic scholarship.	← For example: Referencing or attribution of work is not clear or adequate, or has numerous errors Inappropriate paraphrasing	For example: Failure to reference and/or cite adequately Copying segments of other students' assignment work False indication of contribution to group work Copying fragments of material from websites, book or other publications / Recycling parts of previous assignments	→ For example: Fabricated references or citations Whole works copied (from students or other sources) Purchased assignment Stealing others' work
Extent of plagiarism Amount or proportion of assessment item or work that is not the student's own. Extent to which the assessment process is compromised.	← For example: Few sentences, one paragraph, one (minor) graphic Few elements of computer source code	For example: Two or three paragraphs or a segment of the work Segments of computer source code	→ For example: More than 10% of the work is copied Significant appropriation of ideas or artistic work Multiple pages or sections of text or graphics copied
Intent of student to cheat by way of plagiarism Intentionality of the act of plagiarism and intent to cheat by way of plagiarism.	← For example: Plagiarism appears unintentional or due to lack of knowledge Intent to cheat is unlikely or doubtful	For example: Plagiarism appears intentional or the result of negligence Intent to cheat is probable but cannot be clearly substantiated Two or more students involved	→ For example: Plagiarism appears deliberate and planned Actions contravene clear instructions Intent to cheat is evident and can be substantiated
Decision	LEVEL I	LEVEL II	LEVEL III