

Plagiarism and Collusion

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ACADEMIC ADVICE

The University has strict rules regarding plagiarism and collusion. They are defined in the University Policy on Plagiarism and Collusion as follows:

“Plagiarism

Plagiarism is the unacknowledged use of another person's work. It can take the following forms:

(a) The reproduction without acknowledgement, of the work of others (including the work of fellow students), published or unpublished, either verbatim or in close paraphrase. In this context, the work of others includes material downloaded from computer files and the internet, discussions in seminars, ideas, text and diagrams from lecture handouts.

(b) Poor academic practice which is unintentional.

It can occur in 'open-book' examinations and/or coursework assessments which may take a variety of forms, including, but not exclusively confined to: essays, reports, presentations, dissertations and projects.

Collusion

Collusion is a form of plagiarism, involving unauthorised co-operation between at least two people, with the intent to deceive. Various forms of collaborative assessment undertaken in accordance with published requirements do not fall under the heading of collusion. It can take the following forms:

(a) The conspiring by two or more students to produce a piece of work together with the intention that at least one passes it off as his or her own work.

(b) The submission by a student of the work of another student, in circumstances where the latter has willingly lent the former the work and where it should be evident to the student giving the work that the other student would submit it as their own. In this case both students are guilty of collusion.

(c) Unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

(d) The commissioning and submission of work as the student's own, where the student has purchased or solicited another individual to produce work on the student's behalf."

What happens if you are accused of plagiarism and/or collusion?

If a marker suspects plagiarism or collusion they will collect evidence. Evidence could be the original material which has been used or copied or could be a report from 'TURNITIN' (plagiarism detection software).

In some cases the Plagiarism Officer may look at other work you have completed within the same Stage/Year of your course.

You will be called to a meeting with the marker which will be chaired by the Plagiarism Officer of the School in which the module was taken. At the meeting the marker will explain his/her concerns and you will have the opportunity to explain your circumstances. You can be accompanied by a 'friend' whom you may want to be an Advice Worker. Your 'friend' cannot be a member of UEA academic staff or a member of the legal profession.

You will be informed of the outcome of the meeting in writing within 5 working days.

If you admit plagiarism and/or collusion at the meeting

The Plagiarism Officer will decide how serious they consider the offence to be and the outcome that will apply using the grid overleaf:

Criteria	Low Level (1)	Medium Level (2)	High Level (3)
<u>Experience of student</u> Relates to the 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 and/or mitigating circumstances; no previous plagiarism detected	For example: students after first semester of course but before final year; after completion of known instruction(s) in avoiding plagiarism and/or collusion; previous level 1 case detected	For example: experienced student; where student is expected to fully understand and exhibit academic integrity; previous level 2 or level 3 case detected
<u>Nature of the plagiarism</u> Nature of the breach of academic scholarship	For example: referencing or attribution of work is not clear or is inadequate, or has numerous errors; inappropriate paraphrasing	For example: failure to reference and/or cite adequately; copying segments of other students' assignment work; copying fragments of material from websites, book or other publications	For example: fabricated references or citations; whole works copied (from students or other sources published or unpublished); purchased assignment
<u>Extent of plagiarism</u> Amount or proportion of assessment item or work that is not the students' own; Extent to which the assessment process is compromised	For example: few sentences, one paragraph, one (minor) graphic; few elements of computer source code; few descriptive elements	For example: two or three paragraphs or a segment of the work; segments of computer source code	For example: significant appropriation of ideas, artistic work or substantial elements of the argument / conclusion; multiple pages or sections of text or graphics copied

<u>Intent of student to cheat by way of plagiarism</u> Intentionality of the act of plagiarism and intent to cheat by way of plagiarism	<u>For example:</u> plagiarism and/ or collusion appears unintentional or due to lack of knowledge; intent to cheat is unlikely or doubtful	<u>For example:</u> plagiarism appears as the result of negligence; intent to cheat is probable but cannot clearly be substantiated	<u>For example:</u> plagiarism appears deliberate and planned; actions contravene clear instructions; intent to cheat is evident and can be substantiated
<u>Classification</u>	<u>Level 1 Offence</u>	<u>Level 2 Offence</u>	<u>Level 3 Offence</u>
<u>Outcome</u>	No penalty imposed. Student given opportunity of resubmitting work as if for the first time. Student shall be offered support so that plagiarism / collusion doesn't happen again.	<u>If plagiarism:</u> The work will be marked as far as possible as if the plagiarised material had not been included. This will be the mark recorded for the work. <u>If collusion:</u> In cases where it is not known who produced the work, the pieces of work will be marked and the highest mark awarded will be divided equally between the number of students who have colluded. In cases where it is clear one of the students has produced all or the majority of the work, marks can be given to reflect this.	All students will be referred to the Senate Discipline Committee by their Head of School. This is in addition to: In cases where there is no evidence of the student being involved in other cases of plagiarism / collusion, a mark of 0% will be awarded for the mark, where there is evidence of serial plagiarism, the work will be marked in the same way as a Level 2 offence.

Where you are on a course that leads to a professional qualification, your Head of School may refer you to a Fitness to Practise Panel if the offence is confirmed.

If you deny plagiarism and/or collusion at the meeting

If after hearing your circumstances the Plagiarism Officer is persuaded that no offence has been committed, no further action will be taken.

If the Plagiarism Officer is not persuaded the matter will be reported to a Faculty Plagiarism and Collusion Committee. The Committee will consist of the Faculty Associate Dean (Learning, Teaching and Quality), and one other academic representative from the Faculty in which the module was taken (but who will not be from your school or the school offering the module). There will also be a secretary to the Committee. The Committee will review the evidence and may ask for further information from you or your School.

If the Committee find you have not plagiarised or colluded they will inform the marker, Plagiarism Officer and your Head of School that no offence has been committed and no further action will be taken.

If the Committee find that you have plagiarised or colluded they will decide on an outcome in accordance with the table over the page. They will inform the marker, Plagiarism Officer and your Head of School. Your Head of School may decide disciplinary action is

appropriate where the offence is serious or repeated and can refer the matter to a Senate Discipline Committee. The University's

Disciplinary Procedure is available on the Learning, Teaching and Quality Office website (www.uea.ac.uk/l tqo/studentexperience). Where you are on a course that leads to a professional qualification, your Head of School may refer you to a Fitness to Practise Panel if the offence is confirmed.

You will be notified of the Committee's decision by the secretary of the Committee.

If you do not agree with a decision

If you do not agree with a decision that has been made you have the right to appeal.

If you do not agree with the **decision** made by the Faculty Plagiarism and Collusion Committee that plagiarism or collusion has occurred you should write to the Academic Registrar within 10 working days of being notified of the outcome. The appeal will be heard at Stage 2 of the Academic Appeals Procedure.

If you do not agree with the **penalty** applied you can appeal by writing to your Head of School within 10 working days of being notified of the outcome. The appeal will be heard at Stage 1 of the Academic Appeals Procedure.

For further information about Academic Appeals see our leaflet 'Appealing Against an Academic Result'.

Full copies of the Academic Appeals Procedure, the Disciplinary Procedures and the Plagiarism and Collusion Policy can be found on the Learning, Teaching and Quality website
www.uea.ac.uk/ltqo/studentexperience

For help in understanding what plagiarism is and how it can be avoided, visit www.uea.ac.uk/plagiarism

