



Academic Dishonesty and Plagiarism Policy

Principle

The principle to be applied is that no student shall obtain, or attempt to obtain, an advantage in assessment through unfair or improper means. Any such attempts shall be deemed to be in contravention of the regulations governing NCC Education's academic qualifications and subject to disciplinary action by NCC Education. This document is designed to explain what plagiarism is, why it brings severe penalties to the student, and how to avoid it.

What plagiarism is:

Using someone else's work as your own, without citing the source.

This includes direct copying, rephrasing, and summarising, as well as taking someone else's idea and putting it into different words. Cutting and pasting paragraphs from different websites is the same as handing in a paper downloaded from the internet, both are examples of plagiarism.

Examples

The following are provided as examples of **dishonesty** or **plagiarism**.

A Examinations

1. Taking of unauthorised material into an examination.
2. Consulting unauthorised material outside the examination hall during the examination.
3. Obtaining an unseen examination paper in advance of the examination.
4. Copying from another examinee (student).
5. Attempting to communicate with another examinee (student) during the exam.
6. Using an unauthorised calculator or other device e.g. mobile phone during the examination or storing unauthorised material in the memory of a programmable calculator or other device e.g. mobile phone which is taken into the examination.
7. Impersonation, where a substitute takes an examination, test or assignment on behalf of the student.

B Course work and Project work

8. Falsifying data in experimental results.
9. Copying course work or project work from another person or source.
10. Collusion to present joint work as the work solely of one individual.
11. Plagiarism, where the work or ideas of another, are presented as the student's own.

C Other

12. Bribery or attempted bribery of a person thought to have some influence on the student's assessment.
13. Any other conduct calculated to secure an unfair or improper advantage in an assessment.
14. If you share your coursework or examination paper with another student and he or she plagiarises it, you are considered as guilty as the one who has plagiarised your work, since you enabled the plagiarism to take place. Under no circumstances should a student make his or her coursework or examination paper available to another student unless the instructor gives explicit permission for this to happen.
15. *It is also an offence under the regulations to knowingly assist in any of all of the above.*

Plagiarism is a serious academic offence and NCC Education will discipline students for committing plagiarism. Students who plagiarise, including anyone enabled the plagiarism to take place, are likely to be caught, and could be removed from completing their NCC Education award, and will not be allowed in future to take an NCC Education programme.

Students are responsible for educating themselves about plagiarism, and NCC Education advice is to avoid plagiarism at all costs.

Avoiding plagiarism

Students learn from the work of others and may quote from it without penalty.

Where direct quotation appears to a student to be appropriate s/he must ensure that quotation marks and reference to the original author is clear within the text. Essays, projects and reports will also show the referenced works in the bibliography. One of the best ways to avoid plagiarism is to ensure you use references and citations properly, using the Harvard System.

<http://library.curtin.edu.au/referencing/harvard.html>

Actions

Examinations

Any student found to be acting dishonestly or committing plagiarism will be excluded from the examination hall. The student shall countersign the irregularities report made out by the invigilator, and will have the right to send a written explanation to the Academic Standards and Quality Manager at NCC Education, The Towers, Towers Business Park, Wilmslow Road, Didsbury, Manchester, M20 2EZ, United Kingdom within 24 hours. The student's explanation, along with all other evidence, shall be forwarded to the Awards Panel for due consideration.

Course and Project Work

Where cheating or plagiarism is suspected with the course work or project work submitted by a student, then all the evidence will be collected and sent to the Chief Moderator who will undertake a formal investigation and hold a review hearing.

Outcome

The Awards Panel shall make a decision on all of the available evidence.

The Awards Panel decision shall be final and binding.



STATEMENT AND CONFIRMATION OF OWN WORK

Regarding Programme:

All submitted work must have this form as the cover/first page. Please include this form as part of a standard format when submitting an assignment.

I have read and understood NCC Education's regulations on plagiarism.

I can confirm the following details:

Student ID/Registration number:

Name:

Module Name:

Title of work:

Module Leader:

Number of words:

is my own work and that I have not plagiarised any part of it. I have also noted the grading criteria and pass mark for assignments.

Due Date:

Submitted Date: