



## Discovering Potential | Learning to Care | Respecting Differences

### POLICY AND PROCEDURES

#### PLAGIARISM AND COLLUSION POLICY

##### POLICY

##### Plagiarism

Within MIGS plagiarism by students or staff would be considered academic dishonesty. When a student undertakes an act of plagiarism, it is judged a very serious offence that can result in punishments.

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet.

The dictionary definition of plagiarism is to “*copy another person’s words or ideas and pretend that they are your own*”. This is the practice of claiming or implying original authorship of someone else’s written or creative work, without sufficient recognition to the actual writer.

##### Plagiarism includes, but is not limited to:

- Using published work without referencing (most common);
- Copying coursework essays from another student or downloading an essay direct from the internet;
- Collaborating when the work is supposed to be individual;
- Taking another student's computer file/program;
- Submitting another person's work as your own;
- Using unacknowledged material published on the web;
- Purchasing model essays/coursework from any source;
- Copying words or ideas from someone else without giving credit;
- Failing to put a quotation in quotation marks;
- Changing words but copying the sentence structure of a source without giving acknowledgement;

##### Collusion

Collusion is the deliberate copying of another student’s work (with or without the other student’s permission) with the intention of submitting it as if it were one’s own work. Students are generally expected to work independently and produce work in their own words, even when a class assignment is written on the same topic. However it is recognised that co-operation is

sometimes part of group activities resulting in work containing the combined input of several students.

MIGS believes that, plagiarism and collusion are acts of fraud. They involve both stealing someone else's work and lying about it afterward. MIGS will not tolerate any form of plagiarism or collusion and teachers have the task to educate their classes regarding both. It is a whole school responsibility that begins in junior school.

### **Teacher Responsibilities**

At MIGS teachers are to provide the following at the beginning of the paper or project:

- Explain clearly what plagiarism and collusion are and the different forms
- Explain clearly that plagiarism and collusion are not acceptable
- Explain clearly to student how to
  - Use different sources
  - How to cite those sources
  - How to use the different texts and sources in their assignments
- Explain clearly the consequences of plagiarism and collusion.

### **Student Responsibilities**

- Submit authentic work-(paraphrase and use own words)
- Ask questions and seek help from appropriate persons (teachers, the librarian, peers)on how to incorporate other people's work in their assignments.
- Cite in-text or in-project sources correctly and accurately;

### **Parent Responsibilities**

- Explain clearly to their children that plagiarism and collusion are not acceptable
- Ensure their children know the consequences of plagiarism and collusion
- Ensure their children only submit authentic work

## **RECOMMENDED PROCEDURES FOR PLAGIARISM/COLLUSION VIOLATIONS**

If a teacher has sufficient reason(s) to believe that a student has plagiarised or colluded, the teacher must determine the level of plagiarism according to the criteria below. The Head of Department and teacher involved will determine the appropriate action to be taken.

- **A first-degree violation** may occur due to ignorance or inexperience on the part of the student. An example of plagiarism or collusion at this level may involve a student using a paragraph or a few lines of text without citing the material properly; however, most of the paper is the student's own work.

Recommended procedures for first-degree violation are:

- A new assignment is given
- A reduction in marks for the assignment

- A summary is placed in the Student's File and a letter of warning sent to the parent.
- **A second-degree violation** is considered a more serious plagiarism or collusion offence. Examples of this violation include use of one or more paragraphs of another's ideas and/or works without correct citation. Incorrect citation may often take the form of improper paraphrasing. Although some of the work is the student's, it is evident that much of the work has been taken from other sources and not referenced.

Recommended procedures for second-degree violations are outlined below; any one or more procedures may be chosen:

- A reduction in marks for the assignment
- A letter in the student's file addressed to the parent- no interview at this stage.
- A C4 detention given in Senior School
- **A third-degree violation** is a **severe case of plagiarism or collusion** and indicates the major part of a student's work has been taken from another source or sources and not referenced. An example may be the use of a purchased term paper or other materials as one's own. Also, this violation may involve improperly acquiring information and/or intentionally altering it, i.e. citing sources that are not actually sources. In addition, a third degree violation occurs when a student has been found to have committed an act of plagiarism or collusion in a prior instance. In this case a committee (SSMT/JSMT) meeting will be held to discuss the course of action.

Course of action may include:

- No marks for the assignment
- A letter in the student's file and a meeting with the parent to discuss the seriousness of the student's actions
- A C4 detention given in Senior School
- In severe cases students may face exclusion from school

The above will occur in collaboration with the Head of Curriculum, the relevant Deputy Head of School, Head of Department and Teacher.

In the case of a third-degree violation the Head of School will be included in the above disciplinary committee.