



PLAGIARISM POLICY – CREATIVE SKILLS PROGRAMME

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Communication of Policy

It is important that personnel involved in the management, assessment and quality assurance of our programmes, including the participants involved in our programmes, are fully aware of the contents of the policy. Please ensure that you have read and understand the policy.

Any issues concerning assignments written for units delivered by of any external partner organisations will be subject to that external partner's procedures in the first instance.

What constitutes plagiarism or cheating?

If you submit an assignment containing work that is not your own, without indicating this to the marker (acknowledging your sources), you are committing 'plagiarism' and this is an offence. This might occur in an assignment when:

- using a choice phrase or sentence that you have come across
- copying word-for-word directly from a text
- paraphrasing the words from a text very closely
- using text downloaded from the internet
- borrowing statistics or assembled facts from another person or source
- copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources
- copying from the notes or essays of a fellow participant
- copying from your own notes, on a text, tutorial, video or lecture, that contain direct quotations.

Although you are encouraged to show the results of your reading by referring to and quoting from works on your subject, copying from such sources without acknowledgement is deemed to be plagiarism and will not be accepted by Starcatchers. This means that you must make it clear which words and ideas are yours and which have come from elsewhere, through the use of quotation marks as well as in-text citations.

Where plagiarised material is included in assignments, tutors are likely to notice the shifts in style and may be aware of the source. Seek their advice on this early on in



your study. Starcatchers may also use text comparison software such as CopyCatch or TurnItIn which it applies to electronic assignments as well as scanned or retyped assignments.

You are encouraged to collaborate with others in studying, but submitted work copied from or written jointly with others is not acceptable, unless collaboration is required in the particular assignment. Therefore you will be asked to acknowledge a statement to confirm that all assessment work you have submitted is your own and that you have not cheated.

Submitting work that has been done by someone else and persistent borrowing of other people's work without citation are obvious instances of plagiarism and are regarded as cheating. Copying answers from social networking sites is cheating. Paying for work from other sources and submitting it as your own is also cheating. It is intellectually dishonest to cheat and thus give one participant an unfair advantage over others. Passing on your assignments to others, with the knowledge that another participant may plagiarise the assignment will also lead to a penalty.

A lack of awareness on the part of the participant that they have plagiarised will not be accepted as a valid reason or excuse that such an offence has occurred.

Penalties for Plagiarism

If a case of plagiarism is proven, this is a serious offence and one or more of the following penalties may be imposed.

There will be no entitlement to any reimbursement of fees if a participant is expelled or subjected to any other disciplinary penalty under this code.

Details of the allocation of powers to impose penalties are given in later sections of this policy. Note that suspension and informal caution are not penalties.

Disallowing or 'capping' marks

- a. disallowing any piece of assessed work, in whole or in part, to be counted for assessment purposes; or
- b. awarding any piece of assessed work a 'capped' mark ('capped' means that an upper limit is imposed on the mark); or
- c. awarding 'resubmission allowed but with a 'capped' mark' for an assessment that has been approved to be included in the examinable assessment component.



For the avoidance of doubt, if an academic decision has already been taken to exclude work that has been plagiarised a penalty remains an option for the disciplinary authority.

No substitution will be allowed for any assessed work that has been disallowed in whole or in part or been given a capped mark.

Withholding credit or withdrawing registration

Withholding credit for a module or modules the participant has taken or withdrawing registration for a further qualification.

Withdrawing qualification or credit

Withdrawing any academic qualification or module credit.

Cautions

A written caution. A caution may be either formal or informal. Informal cautions do not fall within the ambit of this policy but a participant may be cautioned on an informal basis that further misconduct will result in formal disciplinary action being taken.

A formal caution may be delivered in writing, electronically or orally in the presence of at least one witness, but will be confirmed in writing to the participant. Formal cautions are recorded on the participant's electronic record.

Compensation

An order to pay compensation covering all or part of the cost of damage to or replacement of property, or of any money paid or loaned by Starcatchers or any external partner involved to the participant.

Temporary exclusion

Temporary exclusion from any facilities, premises or services that are available to participants of Starcatchers and any external partner.

Permanent exclusion

Permanent exclusion from any facilities, premises or services that are available to participants of Starcatchers and any external partner.

Exclusion from an event



Exclusion from any residential school, day school, alternative learning experience, tutorial, examination or other event (this penalty will not in itself prevent a participant from being awarded a module credit).

Any other

Any other penalty decided by Starcatchers' Disciplinary Committee.

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