



VILLA COLLEGE

Academic Board

Policy No: VCPR/2013/02

VILLA COLLEGE PROCEDURE ON PLAGIARISM

Definition and Scope

Plagiarism is copying, paraphrasing or summarising the words, ideas, scholarship and intellectual property of another person without appropriate acknowledgement. This remains plagiarism whether or not it is with the knowledge or consent of that other person. It will also be considered plagiarism when direct use of others' words is not indicated, for example by inverted commas or indentation, in addition to appropriate citation of the source.

Villa College expects students work to be genuine and original. Any student who plagiarises do not maintain the academic honesty expected by the College therefore is deemed as an academic misconduct.

Role of Student

Before submitting any course work component, the student must sign a declaration that the piece of course work assessment task is student's own and genuine.

Where the student uses scholarly articles and knowledge to complete the assessment task, appropriate citation needs to be given using APA style of referencing. Students must be familiar with latest APA referencing guideline.

Plagiarism Detection

In order to detect plagiarism, Villa College will use TURNITIN – a text matching software use to detect un-cited work from a huge pool of academic submission. All students who are enrolled in undergraduate and postgraduate courses at Villa College will be required to submit their

assessment task for all modules, with few exceptions, with the TURNITIN report for the respective module attached.

It is the responsibility of all faculties or the centres to appoint at least one staff as plagiarism detection officer(s) to ensure that all assessment tasks submitted and graded qualify as original and genuine as per the rule stipulated in this procedure.

Code of Practice in plagiarism

Villa College acknowledges that students as they move forward in the academic life become more aware of academic integrity and honesty. Therefore, it is expected that the student TURNITIN score for plagiarism will be regressive. In particular, the Code of Practice under this guideline on maximum TURNITIN score are stipulated in the below table.

Similarity/overlap (%)	penalty from total marks obtained
10-30%	20%
31-50%	40%
More than 50%	0 marks to be awarded

Penalty for plagiarism

The penalty for plagiarism is based on the level of offence

Level 1 Offence: Level 1 is the first offence. Such offences must be handled with particular attention to the level and stage of the student in their academic career. A mark of zero can be allocated as a penalty to first offence cases of significant and extensive plagiarism, even where the student is in their first year of study.

If no serious and extensive plagiarism¹ is detected at the first offence, the FAC will give the students the opportunity to resubmit the work within 3 days of notification of the decision

¹ Exceeding maximum Similarity/Overlap score

from FAC. The FAC will also provide guidance and counseling to the student on citation and referencing and the incidence must be recorded in the student's file.

10% of the mark will be deducted from the student's overall mark received and student will not be able to resubmit the work after three days. If the student fails to resubmit after 3 days, the originally submitted assessment will be marked and penalized based on this procedure.

Level 2 Offence: Any other offence following the first offense will be assessed by the plagiarism officer in consultation with the FAC and shall be awarded with one of the following penalties:

- **Reduction of face value mark** in bands of 10%, to reflect the significance of the plagiarism e.g. a mark of 57% might be reduced to 47% where the assessment task has been plagiarised by 30% or less.
- A **mark of zero for that assessment** where the assessment item has been plagiarised by 50% or more.

Repeated cases of continued plagiarism may be referred to the student **Disciplinary Committee** where the decision may be made to exclude the student from the College.

Lecturer refers the case to FAC of plagiarism and decision on the penalty to be used will be determined by the FAC in consultation with the lecturer using this guideline.

Appeals

A student may appeal against the ruling of the plagiarism officer and FAC through the Villa College Appeal Procedure.

Note:

Effective Date: May 2013 Semester

Approved authority	Academic Board
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Reference	Villa College Procedure on Plagiarism
Related policies	Villa College Policy on Examination, Villa College Policy on Modification of Assessment Task, Villa College Policy on Inclusivity, Villa College Assessment Task Moderation Procedure, Villa College Standardization of Marks Procedure,
Development Officer	Villa College Policy Section
Implementation Officer	Faculties/Centres/Registration/IAD
College Policy Officer	Head of Institute for Academic Development