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Document Number	032	Document Revision	C	Date Issued
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SECTION A : GENERAL INFORMATION

1	Document category	Policy
2	Document approver	COI
3	Minimum list of document users to be notified upon release of document update	All Academic Staff and All Students

4	Document change history			
	B	DCN #	Date released	Change originator
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Applicability of document changed to Foundation and Technical Colleges only				

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Instructions for document users with access to College SharePoint System

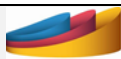
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If however a hard copy of the document is required, the user is to ensure that the printed document is the current revision.

Continuous Improvement

Procedures are meant to be 'living' documents that need to be followed, implemented and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated! Contact your Document Controller on Ext 7121 **today !**



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Scope

This document applies only to the Foundation College and Technical College. (Refer to Doc 088 for the Plagiarism Policy for the University College).

MCAST takes a very serious view on plagiarism and will punish it severely whenever this is discovered. The scope of this document is to highlight the importance of using references and to give recognition to the work of other people.

It is hoped that this will:

- a) Discourage using other peoples' work, materials and ideas and passing them as one's own;
- b) Promote and encourage students to read, to form and to express their own ideas; and
- c) Nurture amongst students the importance of being innovative in their project work and academic essays.

Definition

The Oxford English Dictionary defines plagiarism as follows,

'The use of another person's written work without acknowledging the source; unauthorized use of patented or copyrighted materials'.

This clearly shows that plagiarism includes not only the written word but also ideas and inventions. In short it is the abusive use of another person's property for one's own end. Such behaviour is unacceptable and may render the guilty party subject to a penalty.

Types of plagiarism

It is recognised that the use of other peoples' work may sometimes be done unintentionally or through carelessness in not properly identifying the source. Unfortunately a significant number of cases exist of the wilful attempt to cheat; and the number is on the increase. However, both types are serious offences and MCAST will deal with them in the most rigorous manner possible having regard to the nature of the offence and to the frequency.

The following may be cited as instances of plagiarism

1. Copying whole paragraphs without making reference to the books
2. Inventing statistical data and figures to support statements made in your work
3. Not citing the URL or web address from where the information was obtained
4. Working with your friend on a piece of work and then handing in the same assignment
5. Asking someone to do the assignment for you
6. Using your friends assignments from previous weeks or years instead of doing your own

In all these cases and others the common thing is that the candidate has failed to give recognition to the person who is the true owner of the work. This is unethical and should be discouraged.

In those cases where the student is not sure he may either opt to omit using that material or else consult with his tutor on the best way to approach the problem.

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Procedures

The following procedure will be adopted whenever there is a suspected case of plagiarism.

- In the first instance the lecturer will inform the Director or his Deputy about his suspicion;
- The lecturer is to draft a small report to be presented to the Director. This will form the basis for further investigation and the next step;
- For offences requiring a verbal warning the Director may either request the assessor to speak to the candidate or else to deal with the case at Institute level at the discretion of the Director. A Board made up of the Director of Institute or his Deputy, the programme coordinator and one other person nominated by the Director will be set up. This will be known as the Institute Board of Discipline.
- If the student can give an acceptable reason for his shortcoming the work will be corrected and the maximum mark can be obtained.
- If the student cannot justify his actions the student will be severely reprimanded (see appendix 1) Record will be kept of the warning given to the student.
- If the candidate repeats the offence the student will be admonished and the case referred to the MCAST Board of Discipline for a decision. This Board may impose the punishment which is suspension from the programme

Sanctions and penalties

Students found guilty of plagiarism can have any one or a combination of the following penalties imposed upon them:-

1. A verbal warning
2. A written warning
3. An assignment is left uncorrected as if it had not been submitted. In this case the candidate loses the first attempt and may only obtain the lowest pass mark/grade on the second attempt.
4. An assignment is corrected and the highest mark allocated is a pass mark or the lowest grade available only. There will be no right to re-attempt the assignment to improve the grade.
5. Suspension from the programme for a period of time not exceeding three days.
6. Suspension from the programme for the remainder of the academic year.

Appeals

Candidates who are found guilty of plagiarism may appeal from the decision in writing to the Registrar who will refer the matter to the Principal or to the Deputy Principal as directed.

It is the responsibility of the student to prove that there has been a serious miscarriage of justice or that the penalty imposed is disproportionate to the offence. The student may ask one representative to accompany him.

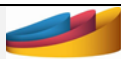


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Appendix : Recommended penalties

The following table show a number of common misdemeanours and the recommended penalties. The Institute Board or the MCAST Board of Discipline may recommend other or different penalties than those listed below.

Common misdemeanours	Gravity	Penalty on 1 st occurrence	Penalty on 2 nd occurrence	Penalty on 3 rd occurrence
Copying <u>part</u> of another student's assignment	Minor	1	2	3
Copying the <u>whole</u> assignment of another student	Major	3	5	6
Copying <u>small but significant</u> parts of books/websites/magazines	Minor	1	2	3
Copying <u>extensive parts</u> from other sources with little personal contribution to the assignment.	Major	3	5	5/6
Intentionally misquoting a source	Major	2	3	5/6
Unintentionally not quoting a source	Minor	1	2	3
Intentionally use previous own work unless permission is obtained from the lecturer	Major	2+3	5	5/6
Inventing statistics/figures to support your work	Major	2+3	4/5	5/6
Inadvertently not quoting a URL address	Minor	1	2	3
Intentionally not quoting web addresses	Major	2	3	5
Invent URL address in the hope that these will not be checked (cheating)	Major	2	3	5
<u>Summarising</u> the work of other people and pass them as your own	Minor	1	2	4
Build assignment by taking parts from various sources in books or the internet (copy and paste).	Major	2	3	5
Copying during a test or examination	Major	3	5/6	6
Present a project prepared by some other student	Major	3	5/6	6



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Present the same assignment as a result of group work activity when this is not allowed	Major	2 (For whole Group involved)	3	5/6
Commission someone to do your assignment	Major	3	5/6	6
Make copious use of lecturer's notes in assignments	Major	1	2+3	5/6
Collusion with a friend with intention to deceive	Major	2	3	5/6

The decision of the MCAST Board of Discipline is final.

1. Other forms of plagiarism will be punishable at the discretion of the Principal or his delegate as appropriate.
2. Any party caught or proved to be colluding with another party will be guilty of the same offence and may be punished to the same or lesser extent according to the case.