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 (University College)		
4	Document change history			
	A	**DCN #**	**Date released**	**Change originator**
		120/2016	25/11/16	Zammit Reuben / Rizzo Alex / Farrugia Mark Anthony / Dalmas Pierre
		Change history (Section/change details)		
		New procedure for University College.		

PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT

Instructions for document users with access to College SharePoint System

All MCAST employees can access current, controlled and approved documents related to the Quality Management System from the College SharePoint system URL http://eportal.mcast.edu.mt/Main/Pages/DocumetControl.

*Document users who do have access to SharePoint are therefore encouraged **NOT** to retain printed hard copies of the Quality Management System documents.*

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 !***

1. PURPOSE OF DOCUMENT

It is the policy of MCAST to take a very serious view on plagiarism. The appropriate disciplinary actions are enforced whenever this is discovered.

The purpose of this document is to highlight the importance of authenticity of submitted work by using referencing and thus giving recognition to the work by other people.

It is hoped that this procedure will:

a) Discourage the use of other peoples' work, materials and ideas and passing them as one's own;

b) Promote academic integrity 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.

(Note : Copying during a time constrained assignment (TCA) is covered under MCAST procedure Document 075 'Invigilation Procedure').

2. SCOPE OF DOCUMENT

This document applies to submissions by all full time and part time Students attending accredited programmes at the University College (Levels 5,6 and 7).

3. DEFINITIONS

3.1   Assignment: Any body of required work assigned within the same short time period to pass a set of criteria or LO/s. This should ideally be specified in some way, in this document or a more general one, due to practice at ICA where one 'assignment' maps onto entirety of unit and each body of work as defined above is called a 'task'.

3.2   In-text citation: Referring to the works of others in (your) text is done by using what is known as parenthetical citation. This method involves placing relevant source information in parentheses after a quote or a paraphrase.

3.3   End-of-text reference: All of the sources referred to in the main body of the assignment need to be listed at the end of the assignment in a reference list. In a reference list, only sources from which one has either quoted or paraphrased need to be included.

3.4   Source : Refers to the physical or digital space, such as journal or webpage, in which the source is housed. 'Author' is self-explanatory. 'Publisher' includes publishing houses, organisations and domain names. 'Content title' refers to title of essay, article or data in any medium.

3.5   Applicability of rules : Citation, referencing and other plagiarism prevention rules are to apply to any kind of data in any medium, including text, images, videos, models, specimens and art pieces, belonging to third parties being directly or indirectly used within the learner's written and/or practical work.

3.6 **Plagiarism:** The deliberate and substantial unacknowledged incorporation in Students' work of material derived from the work (published or unpublished) of others or previous own work (as defined in Doc 005 : University College Programme Regulations).

4. GENERAL REQUIREMENTS

Student's submitted work shall be authentic, genuine, and not false or copied, wholly or in part. An authenticity declaration shall be completed and signed by the Student on the coursework Front Sheet or on Form as instructed by Lecturer.

Plagiarism is considered by MCAST to be a very serious offence and can result in sanctions. In this regard Students are advised to be familiar with this document.

Other work which the Student himself/herself has produced for past study units shall not be included in their submission of a new coursework unless adequately referenced.

A Student shall indicate by means of explicit references when citing work whether own or others. Work produced by the same candidate for a different study unit shall be distinct from any previous work submitted for assessment in another unit.

Plagiarism may preclude Students from assessment and also carry sanctions.

5. REFERENCING SYSTEM

The Students need to adhere to the rules found in reference style (e.g. Harvard Style) or as mandated by the respective Institute / Centre.

6. USE OF PLAGIARISM DETECTION SOFTWARE

The official plagiarism detection software in use by MCAST is 'Turnitin' for Students registered on Level 5, 6 and 7 programmes. However Assessors are also encouraged to use other means of detection.

All assignments are to be submitted online via Turnitin except in cases where the lecturer explicitly informs otherwise due to the graphical of physical content of the assignment. The Turnitin submission is to be considered as the official assignment submission, with an identical hard-copy to be forwarded for official purposes.

7. ALLOCATION OF PENALTY POINTS

Penalty points are allocated by the Assessor when plagiarism offences are detected. Appendix 1 provides the type of offence and associated penalty point as well as the applicability by College.

No multiple offences can be applied to any one assignment.

8. PROCEDURE TO BE FOLLOWED ACCORDING TO INDIVIDUAL INSTANCE AND ACCUMULATED PENALTY POINTS

The table below describes the procedure to be followed by the Assessor and the Deputy Director Programme Management (DDPM) according to the individual instance and accumulated points:

Points category	Description of Sanction
0 to 24 penalty points	No sanctions implemented however the Assessor fills-in the 'Plagiarism Sanction Report Form' and explains the offence to the Student. The Assessor forwards the form (signed by the Assessor and Student) to the DDPM for filing in the Student's file. .
25 or above	The Assessor explains the offence to the Student; fills-in the 'Plagiarism Sanction Report Form' and explains the offence to the Student. The Assessor forwards form (signed by Assessor and Student) to the DDPM for filing in the Student's file. The DDPM summons the Student and gives a verbal warning if Student has accumulated 50 points or more when adding current and previous offences. The 'Plagiarism Sanction Report Form' is updated by the DDPM and signed by the DDPM and the Student. The Form is filed in the Student's file. The Student can exercise right of appeal within 5 working days of being formally informed.
End of semester review	At end of each semester, DDPM summons Students who have accumulated 50 points or more to guide the Students.

Table 1: Penalty Points vs. Sanction

9. PENALTY THRESHOLDS

The table below describes the type of sanctions that are applied according to the individual and accumulated penalty points.

Penalty Points	Sanction
0 – 24	Assignment corrected. No sanctions.
25 to 99	Assignment corrected but no marks allotted to plagiarised components.
100	Assignment awarded 0%. Learner considered for synoptic assessment.
200	Learner fails unit. Learner not considered for synoptic assessment.
300 or above	Student fails programme

Table 2: Penalty Thresholds

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10. RECORDING OF PENALTY POINTS

The Assessor will report any cases of plagiarism and suggested point deductions per assignment on the 'Plagiarism Sanction Report Form' referred to below.

The DDPM will ensure that the Institute Administration retains all records in the Student's personal file.

The Form is forwarded to the Senior Administrative Officer for filing in the Student's academic file.

11. ACCUMULATION AND RESETTING OF PENALTY POINTS

The sanctions are based on an accumulative point system. All penalty points are accumulated through the Student's main programme of study. All types of Infringements are listed in Appendix 1.
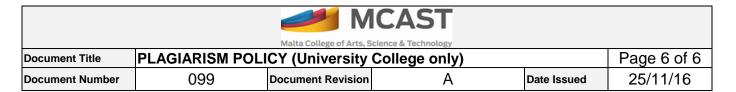
12. INSTITUTE DISCIPLINARY BOARD AND INSTITUTE APPEAL BOARDS

The Institute Appeal Board and the Institute Appeal Board is composed as described in the College Board Procedures reference to below. The Chairperson of the Board may appoint other members as deemed appropriate.

Reference Documents:
Doc 188: College Board Procedure
Doc 088: Plagiarism Sanction Report Form

Appendix 1: RECOMMENDED PENALTY POINTS BY TYPE OF INFRINGEMENT

The following table show the type of infringements and the recommended penalty points.

Nature of Infringement		Penalty point
A	Number of sources incorrectly quoted, badly paraphrased or incompetently cited in text.	5
B	Small proportion of in text citations and/or end of text reference missing.	10
C	Large proportion of in text citations and/or end of text reference missing.	25
D	Substantial use of printed/online material such as but not limited to lecturer's notes, code, presentation slides, videos, images, secondary data, etc, in assignments without citations.	50
E1	Using another current or previous Student's assignment.	100
E2	Present the same tasks as a result of group activity when this is not allowed.	
E3	Attempting to pass off someone else's written or practical work as your own.	
E4	Commission or buy the execution of any part of a written and/or practical work.	
E5	Delegate the execution of any part of a written and/or practical task without Assessor's prior consent and knowledge.	
E6	Falsifying data to support argument.	
E7	Wilful manipulation of systems with the intent to deceit.	