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Document Number	032	Document Revision	A	Date Issued
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GENERAL INFORMATION

1	Document category	Policy and Procedure		
2	Document approver	Col		
3	Minimum list of document users to be notified upon release of document update	All Academic Staff and All Students Foundation College		
4	Document change history			
	A	DCN #	Date released	Change originator
		055/2018	30/11/18	Chircop Tatjana / Calleja Eman / Dalmas Pierre
	Change history (Section/change details)			
	A new procedure for Foundation 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!**

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1. POLICY

It is the policy of MCAST to take a very serious view on plagiarism. The appropriate sanctions are enforced whenever plagiarism is detected. However, these sanctions need to be commensurate with the academic (MQF) level of the student and always directed towards the academic development of the student with an aim to facilitate the learning of the student from one level to another.

The policy of MCAST, and hence this procedure aims to:

- a) Promote academic integrity and motivate Students to read and research, form and express their ideas and opinions;
- b) Nurture amongst Students the importance of being innovative in their project work and academic essays.

The purpose of this document is, therefore, to provide assessors with a framework that can be used to apply commensurate sanctions when detecting minor or major instances of plagiarism.

(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 on accredited programmes at MQF levels 1, 2 and 3.

It is recognised that the first instance when Students are formally introduced and expected to use basic citations and referencing is at MQF level 3.

3. GENERAL REQUIREMENTS

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

4. DEFINITIONS

- 4.1 Assignment:** Any body of required work assigned within the same short 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 the entirety of a unit and each body of work as defined above are called a 'task'.
- 4.2 In-text citation:** Referring to the works of others 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.
- 4.3 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.

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- 4.4 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 the title of essay, article or data in any medium.
- 4.5 Applicability of rules:** Citation, referencing and other plagiarism prevention rules are to apply to any 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.
- 4.6 Plagiarism:** The deliberate and substantial unacknowledged incorporation in Students' work of material derived from the work (published or unpublished) of others or own previous work (as defined in Doc 003: Foundation College Programme Regulations).

5. PROCEDURE TO FOLLOW ACCORDING TO NATURE OF INFRINGEMENT

The table below describes the procedure to be followed by the Assessor according to the nature of the infringement.

Nature of Infringement	Action
Minor Infringements	
a) Occasional instances of use of printed/online material such as, but not limited to, Lecturer's notes, programming code, presentation slides, videos, images, secondary data, etc. without in-text citations and/or referencing. b) Occasional instances of incorrectly quoted, badly paraphrased or incorrect use of citations and/or referencing.	<p>Action by Assessor: Feedback is given to student on how to present original material and correctly paraphrased work.</p> <p><i>Note:</i> Unless covered by the assessment criteria, it is recommended that marks are not deducted for minor infringements.</p>
Major Infringements	
a) Recurring, substantial use of printed/online material such as, but not limited to, Lecturer's notes, programming code, presentation slides, videos, images, secondary data, etc. without in-text citations or referencing. b) Use of another Student's assignment or attempting to pass off someone else's written or practical work (written, artefact, programming code etc.) as your own. c) Delegate written and/or practical task to other. d) Present the same task/s as a result of group activity when this is not allowed. Falsifying data. e) Other willful behaviour with the intent of deceiving assessor.	<p>Assignment (or part of assignment) scored at 0 %.</p> <p>Student eligible for synoptic if overall mark is less than 50%.</p>



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6. RECORDS

In the case of major infringements, assessment decisions are recorded as usual on the assignment front sheet and/or as annotations on the script.

Reference Documents:

Doc 076: Assignment Front Sheet (Individual criteria)

Doc 079: Assignment Front Sheet (Grouped criteria)

Doc 292: Assessment / Examination Result Appeal Form