



PLAGIARISM POLICY

For those who steal, take what does not belong to them, but the word of God belongs to all who obey it; and it is the man who speaks well, but lives badly, who really takes the words that belong to another. For the good things he says seem to be the result of his own thought, and yet they have nothing in common with his manner of life. (St Augustine, On Christian Doctrine – Book IV, Chp 29, para 63)

Aim

The College aims at instilling creativity and integrity in students and thus considers plagiarism a serious breach of these values. In the light of such view, which espouses the Augustinian value '**Veritas**', plagiarism of any form is not tolerated and carries an infringement consequence.

Definition

Plagiarism refers to the appropriation and use of someone else's thoughts, writings, illustrations and/or inventions without acknowledging the source. Students are to make use proper paraphrasing or summarisation of someone else's words, ideas, or data in their assignments, supporting such work with proper referencing.

The following may be cited as instances of plagiarism:

- Copying whole paragraphs without referring to the sources which may be, for example, books, online sources, newspapers, journals, teacher's notes;
- Presenting work carried out by someone else, including parents;
- Presenting someone else's assignments from different schools or from previous years instead of doing one's own.

In those cases where students are not sure of their work's authenticity, they may either opt not to use that material at all or else consult with their teacher on the best way forward to approach the problem.

Responsibilities:

- It is the responsibility of students to comply with this Policy and Procedures, and to ensure that they do not commit, or collude with another person to commit, plagiarism. Work submitted or presented should be genuine and original.
- The College should seek proactive ways to promote a positive culture that encourages students to take individual responsibility for their learning and respect the work of others by:
 - Informing students about this policy;
 - Encouraging students to use proper referencing by introducing them to a standard referencing style. For instance, teachers could help students familiarise themselves with the 'References' tool in Microsoft Word or similar word processing applications.
 - Teachers should ensure that plagiarism is avoided through the assessment they write by modifying the context, scenario and/or mode for every different cohort of students.
 - Encouraging students to use their own intellectual ability to be creative and come up with their own work.
 - Encouraging students to read, synthesize and analyze other people's work but be critical in their approach and express it using their own thinking.

Collusion

Collusion occurs when two or more students collaborate to produce work, where such collaboration is not permitted.

The examples below indicate the range of acceptable behaviour, but should not be taken as a comprehensive list:

- In supervised examinations, it is expected that students work individually, and no sharing of ideas or material is allowed.
- In home assignments, unless otherwise specified, it is expected that students work individually, and no sharing of ideas or material is allowed; however, reference to publicly available information is permissible (with appropriate citation).
- If a home assignment is specifically group-work, it is generally accepted that the work involved will be divided equitably between the students working together; however, students are still expected to collectively take responsibility for the content of their work, and therefore to know and understand the work produced by their team-mates. It is not permissible to have students who do

not make a sufficient contribution, or who fail to allow their team mates to contribute.

Examples of collusion include but are not limited to:

- 'Borrowing' an assignment written by another student and basing your assignment on the borrowed one.
- Sharing results of experiments/work performed by others and incorporating them into your own work as though you had performed the experiments/work yourself.
- Sharing solutions to problems, or sections of an assignment.

Teachers are responsible to check for plagiarism and/or collusion when marking the students' work.

Cheating

The following points fall under the Plagiarism umbrella and are considered as cheating.

- Attempt to tamper with a given task, assignment, assessment (of any form) after submission.
- Fabricating information or data or results in each task (mostly project-based assignments).

Procedures

When plagiarism/collusion is suspected before a task/assignment deadline, the teacher should:

- Make the student/s fully aware at the earliest opportunity of the suspicion;
- Give the student/s the opportunity to answer to the allegations made;
- Direct the student/s to repeat the work; with the intent of teaching students that such work cannot be accepted and supporting them to produce proper work.

When plagiarism/collusion is suspected after a task/assignment deadline:

- The teacher should make the student/s fully aware at the earliest opportunity of the suspicion;
- The teacher should give the student/s the opportunity to answer to the allegations made;
- The teacher will inform the Assistant Head responsible for that year group about this incident indicating which part of the assignment was plagiarised, the extent of the plagiarism, potential sources from where the material was copied, and the reasons provided by the student/s when informed of the misconduct.

Disciplinary Actions

If the assignment carries an assessment mark:

- Marks allotted for the whole assignment or part of it, which was plagiarised are completely lost. The student is issued with a conduct report by the teacher. Through this report, guardians are informed.
- Marks for the whole assignment or part of it will be lost by both the 'borrower' and the 'lender'. The students are to be issued with a conduct report by the teacher. Through this report, guardians are informed.

Daily homework and assignments not carrying an assessment mark:

- The student will be issued with a conduct report by the teacher. Through this report, guardians are informed.
- The student will be given the opportunity to re-do his work during break detention/s

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