

# Cheating and Plagiarism Policy

## 1. Introduction

1.1 Cheating happens when a student tries to obtain, or obtains, an unfair advantage. Nexus ICA will not condone any act of cheating as such acts undermine the mutual trust which is essential in an academic community

1.2 Understanding plagiarism and how to avoid it is important for all students at all levels of study. This policy defines the different forms of cheating and plagiarism, and outlines the guidance for ensuring that it is not carried out. It also outlines the procedures that Nexus ICA will follow if cheating is suspected. All students are advised to make themselves thoroughly familiar with the guidance and regulations on the subject.

1.3 Nexus ICA seeks to ensure consistency of approach across courses and modules in respect of all stages of study and all assessed work, including coursework, other formally assessed assignment and examinations.

1.4 Guidance on plagiarism will be provided to all students as part of the induction to all courses. All work submitted by students for assessment should be their own work, and guidance for referencing other work should be followed.

1.5 The seriousness with which cheating is view is reflected in the penalties applied. These penalties can be found in the policy 'Academic Offences'.

1.6 The assessment outcome for a student found guilty of cheating will be worse than if the student had behaved properly.

1.7 Failure to detect cheating cannot be accepted as legitimizing the action.

## 2. Rights of Nexus ICA

2.1 Nexus ICA reserves the right to utilise electronic plagiarism detection services. The use of these systems allows the student and Nexus ICA to check systematically for plagiarism, thus ensuring that all the students' work is original. These services search the internet and extensive databases of reference material and content submitted by other students to identify any duplication within the students' submitted work.

2.2 Nexus ICA reserves the right to use viva (brief oral examinations) to collect evidence of authenticity of an assessment or examination as part of its assessment processes.

2.3 Any student who in an assessment copies, steals or appropriates the work of another, or who introduces into an examination room any materials or other aids not explicitly permitted under the rubric of the examination, or who uses any other unfair method to gain advantage in an assessment, will be regarded as guilty of cheating. This applies to all work submitted as part of the assessment process, in whatever year, and whether produced under formal examination conditions, as phased tests or as part of a course of continuous assessment.

2.4 Any student who knowingly assists another to cheat will also be regarded as having breached the general regulations.

## 3. Definitions

3.1 For the purposes of these regulations, plagiarism is defined as the presentation by a student of work for assessment which is not his/her own, in the sense that all or part of the work has been copied from that of another person (whether published or not) without attribution, or the presentation of another's work as if it were their own.

3.2 Nexus ICA recognises the benefits of informal student discussion of assignments and the value of assignments requiring a group response. Nothing in the above definition precludes such activities, which are normal in a learning community. The offence of plagiarism takes place when, having had the opportunity to receive advice and guidance, a student submits for marking work which he/she knows contains matter taken from other sources and for which no attribution is given according to the conventions normally adopted in academic writing.

## Forms of Cheating

### 4. Exam Misconduct

4.1 This can arise in a number of different ways; this guidance note is concerned with exam misconduct arising from cheating.

4.2 Cheating in an examination can take place in any of the following ways, this list should not be seen as an exhaustive list of examples:

- i. Access to unauthorised materials in the exam.
- ii. Copying from another student during the exam.
- iii. Impersonation, where another person is procured to do the exam, impersonating the student.

4.3 Any of these is a breach of Nexus ICA's exam regulations. Most exams are "closed book" exams, which means that reference to any notes or materials other than those provided by the examiner is not permitted.

4.4 If a student is discovered with unauthorised materials on their desk in an exam and this is proven during a subsequent disciplinary process, they will be disciplined by being failed in the exam and in some cases the whole module. In some situations, where such a case is substantiated, the student will receive a written reprimand, or be withdrawn or suspended from the course.

4.5 The documentation relating to any proven disciplinary case against a student will remain on the student's file for a number of years. This would also be provided as information within any employment references that Nexus ICA provide.

4.6 For those students who comply with the examination instructions, which will be published in the Module Study Guides and printed at the top of the exam paper, these regulations will not present a difficulty.

4.7 Nexus ICA treats exam misconduct as a serious breach of the Student Code of Conduct.

### 5. Plagiarism

5.1 The definition of plagiarism is the presentation by a student of work for assessment which is not his/her own. Plagiarism can take a number of forms including;

- i. Complete Plagiarism: that all of the work has been copied from that of another person (whether published or not) without attribution, or the presentation of another's work

as if it were his/her own. This includes copying text from a website without acknowledgement.

- ii. Purchasing Materials: there are a number of companies offering services over the Internet to produce student coursework. These companies pretend or will try to persuade students that this is an entirely normal and acceptable practice and that many students take advantage of it. They also claim that they offer a secure, confidential and undetectable service for which they charge a great deal of money. Using such a service is a major form of plagiarism that is likely to result in students failing to obtain a qualification and potentially debar them from a significant range of professional careers and hinders educational development.
- iii. Partial Plagiarism: the summarising of another person's work by simply changing a few words in the assignments, without referencing. This includes copying text from a website without referencing
- iv. Failure to reference: the inclusion of several sentences or more from another person's work which have not been referenced in accordance with the University of West London's conventions on academic referencing and citation. This may be intentional or unintentional, for example as the result of poor referencing/study skills.
- v. Self-Plagiarism or Duplication: copying work that was originally completed and submitted by the student and resubmitted for another purpose, without acknowledgement of this, unless resubmission is permitted.
- vi. Collusion: this is where a student undertakes work with others, without acknowledgement, e.g.
  - a) Submits as entirely his/her own work, work completed in collaboration with another person, or
  - b) Colludes with another student to submit work which is intended to be submitted as that other student's own unaided work, or
  - c) Knowingly permits another student to copy all or part of his/her own work and to submit it as that student's own work.

## 6. Falsifying Data

6.1 Falsifying Data is where the student presents data in reports, projects, dissertations and so forth based on work which the student claims to have carried out by which he/she has invented or obtained by unfair means.

## 7. Irregular Behaviour Relating to Examinations

7.1 Unless the use of books, notes, papers, calculators, mobile devices or any other electronic equipment is specifically authorized for use in a particular examination (as specified on the Examination Paper), these must not be in the vicinity of the candidate either during the examination or whilst presenting themselves for the examination.

7.2 Candidates must not in any circumstances avail themselves of unfair assistance during the examination session by consulting unauthorized books, notes, papers, calculators, mobile devices or any other electronic equipment, by communicating with, or copying from, other candidates or by any other means.

## 8. Dishonest Practice

8.1 This covers any form of dishonest practice not specifically identified by the above definitions, e.g. making false declarations to receive special consideration.

## 9. Additional Information Relating to Group Work

9.1 If cheating and/or plagiarism is suspected relating to group work and it cannot be established which individual(s) is/are responsible, the whole group will be deemed responsible, provided there is sufficient evidence to substantiate the allegations on the balance of probabilities.