

Advice about Plagiarism/Collusion and Cheating Policy.

What is Plagiarism/Collusion.

Plagiarism means presenting someone else's work as your own. If you present the words or ideas of an author or another source without stating that it is someone else's work, you could be accused of plagiarism. Plagiarism is a form of cheating or copying someone else's work without acknowledging the source.

Plagiarism

If you are found to have plagiarised it could have serious, negative results. Penalties for plagiarism, especially in assessed work, can be very severe and may include failing your course; especially if there are repeated incidents. Many students have trouble understanding what plagiarism is and incidents of plagiarism often result from students' misunderstanding rather than a deliberate intention to cheat. It is your responsibility as a student to make sure that you understand and avoid plagiarism; ignorance will not be accepted as an excuse or as a defence against an accusation of plagiarism.

Collusion

Collusion is the active cooperation of two or more students to deceive examiners in one of the ways set out in the Regulations governing Student Discipline. You will be guilty of collusion if you knowingly allow any of your academic work to be acquired by another person for presentation as if it were that person's own work. If you offer to provide work to another student to be passed off as their own, you are guilty of collusion.

The primary functions of teaching and research involve a search for knowledge and the truthful recording of the findings of that search. Any action knowingly taken by a student which involves misrepresentation of the truth may be considered **academic dishonesty** and as such is an offence which Agile believes should merit the application of **very severe penalties**.

Referencing

Whenever you use a quotation from a book or reproduce an author's ideas (even in your own words), you should indicate what the source is; this process is known as 'referencing'. There are different styles of referencing. Make sure you check which one is preferred with your academic department. Do not rely on the advice of friends/classmates. If you are an international student, you may find the accepted ways of quoting and referencing work in the UK are very different from those you are used to.

You will be plagiarising if you copy someone else's work and pretend it is your own, even if you change some words and phrases. You must not copy any source material without correctly referencing. Source material includes books, journals, newspapers, web sites, other people's essays and your tutor's handouts. You must always acknowledge and give full credit to all your sources.

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Consequences of Plagiarism/Collusion

Staff at Agile Group are trained to detect plagiarism and special software is also used to assist detection. If you are suspected of plagiarism, you may be issued with a written warning. A copy of this warning will be placed on your student record. Plagiarism/collusion could also lead to you receiving a mark of zero for your assessment and may also cause you to fail the module. In cases of repeated incidents of plagiarism/collusion, it may lead to the Board of Examiners not granting you your final award.

What should you do next?

- Learn how to reference correctly. Information will be provided by your academic department.
- Read more about what plagiarism/collusion and cheating is and how to avoid it.
- If you are unsure or confused about any aspect of plagiarism then check with your Tutor.

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