

Plagiarism Policy

Document Reference and Version No	Version 4
Revision approved by Academic Council	January 2019
Revision approved by Governing Body	March 2020
Purpose	This is the Institute Plagiarism policy. It supports the academic integrity of the Institute
Commencement Date	January 2019
Date of Next Review	January 2022
Who needs to know about this document	Registrar, Heads of Faculty, Heads of Department, Programme Chairs, Faculty Administrators, all academic staff, all students
Revision History	Version 3 2014 Version 2 2009 Version 1 2006
Policy Author	Teaching and Learning Committee
Policy Owner	Teaching and Learning Committee

Table of Contents

Contents

Table of Contents.....	2
1 Introduction	3
2 Definition of Plagiarism	3
3 Why Plagiarism is a Problem?	3
4 Consequences of Plagiarism	4
5 Avoiding Plagiarism	4
6 Conclusion.....	4
Appendix 1 Summary of Citation Methods	5
Appendix 2 Plagiarism Penalties	7
Appendix 3 Plagiarism Protocol	8
A3.1 Minor Plagiarism Protocol	9
A3.2 Moderate Plagiarism Protocol	10
A3.3 Serious Plagiarism Protocol	11

1 Introduction

This document outlines:

- Academic integrity
- Definitions of plagiarism
- Consequences of plagiarism
- Avoiding plagiarism

This document links to the Institute's [Learning, Teaching and Assessment Strategy 2014-2019](#), [Learner Charter](#) and the [Student Handbook](#).

The policy is all students and staff at IADT.

2 Definition of Plagiarism

Plagiarism is using someone else's ideas without acknowledgement. It can be defined as: *The presentation of another person's words, ideas, arguments, concepts or designs as though they were your own. Plagiarism refers to all media, printed or electronic including images and software.*

There are different types of plagiarism. Here are the definitions adopted by the Institute:

- **Minor Plagiarism:** This is taking parts of work from a source or sources and using them without acknowledgement in a submitted assignment. This type of plagiarism often arises because students are unsure how and when to reference secondary material.
- **Moderate Plagiarism:** This occurs when a student closely follows a source, partially changes words and phrases to disguise the end result.
- **Serious Plagiarism:** The submission of ideas/results a student knows all or a substantial part of which is not their own work.

Plagiarism may take many forms and vary, both in practice and impact on learning outcomes, depending on the discipline/practice concerned.

3 Why Plagiarism is a Problem?

Plagiarism is a problem because it:

- Is unethical to use the work of others without acknowledgement
- May result in the award of grades which do not reflect a student's performance or ability
- May mean that students do not learn from the assessment task
- Devalues the work of other students
- Undermines the credibility of the programmes and the Institute

4 Consequences of Plagiarism

Plagiarism is a serious form of academic misconduct. The penalties for plagiarism are outlined in Appendix 2 of this policy.

5 Avoiding Plagiarism

Institute procedures and supports inform students and help them avoid inadvertent plagiarism.

5.1 Programme Boards

Programme Boards can help minimise plagiarism by:

- Developing clear programme assessment strategies and accompanying module assessment strategies
- Implementing the chosen citation method across the programme
- Providing clear guidelines for assignments with accompanying assessment criteria
- Include in assessment tasks processes designed to test for plagiarism e.g. assessment panels, project presentations
- Teaching referencing skills across the programme e.g. how to conduct independent research; how to reference material from sources; how to paraphrase; how to write up references properly
- Briefing students on plagiarism each year as part of the programme
- Including examples of plagiarism in the programme handbook
- Encouraging students to use text matching software where appropriate

5.2 Students

Students can minimise the possibility of accidental plagiarism by:

- Informing themselves of plagiarism and what it means in their programme eg reading the Student Handbook and their Programme Handbook
- Developing a clear understanding of the assessment tasks
- Developing the appropriate research and referencing skills
- Reviewing assignments before submission to check for plagiarism
- Using [Turnitin](#) prior to submitting an assignment
- Using the [Learning Support Services](#) to help them with their work, where appropriate

[Appendix 1](#) lists citation methods used by programmes.

6 Conclusion

Plagiarism is a serious challenge to academic integrity. IADT aims to help students to reach their potential through the provision of a supportive, vibrant and challenging learning environment. Plagiarism has no place in the learning environment and this policy is a means of helping and informing students and staff about plagiarism and how it can be managed and preferably prevented.

Appendix 1 Summary of Citation Methods

Programme	Title	Citation Method
DL832	BA (Hons) Animation	Modern Language Association (MLA)
DL833	BA (Hons) Photography	Modern Language Association (MLA)
DL826	BA (Hons) Visual Communication Design	Modern Language Association (MLA)
DL827	BA (Hons) Art	Modern Language Association (MLA)
DL834	BA (Hons) Film & TV Production	Modern Language Association (MLA)
DL828	BA 3D Design, Modelmaking + Digital Art	To be advised by lecturer
DL829/ DL830/ DL831	BA (Hons) in Design for Stage and Screen	Modern Language Association (MLA)
DL901	MA Screenwriting for Film and Television	Modern Language Association (MLA)
DL902	MA Digital Broadcast Production	Modern Language Association (MLA)
DL701	Bbus Applied Entrepreneurship	Harvard and American Psychological Association (APA)
DL912	MA Creative Production + Screen Finance	Modern Language Association (MLA)
DL821	BA (Hons) English Media & Cultural Studies	Modern Humanities Research Association (MHRA)
DL835	BSc (Hons) Creative Media Technologies	American Psychological Association (APA)
DL836	BSc (Hons) Creative Computing	American Psychological Association (APA)
DL837	BA (Hons) New Media Studies	Modern Humanities Research Association (MHRA)
DL909	MBus Digital Entrepreneurship	Harvard and American Psychological Association (APA)
DL917	PgDip in Business Digital Entrepreneurship	Harvard and American Psychological Association (APA)
DL916	MBus Cultural event Management	Harvard and American Psychological Association (APA)
DL805	BA Digital Marketing & Sales	Harvard and American Psychological Association (APA)
DL838	BA (Hons) Creative Music Production	Modern Language Association (MLA)

DL124	Certificate in Applied Digital Business	Harvard and American Psychological Association (APA)
DL822	BA (Hons) Arts Management	Harvard and American Psychological Association (APA)
DL801	BBS (Hons) Entrepreneurship	Harvard and American Psychological Association (APA)
DL823	BBS (Hons) Entrepreneurship & Management	Harvard and American Psychological Association (APA)
DL906	PgDip in Cultural event Management	Harvard and American Psychological Association (APA)
DL905	MA in Public Culture Studies	No specified citation method
DL907	MA Art + Research Collaboration	Modern Language Association (MLA)
DL914	MA Interdisciplinary Design Strategies	Modern Language Association (MLA)
DL101,DL103, DL105, DL106, DL122, D125	Special Purpose Awards	American Psychological Association (APA)
DL825	BSc (Hons) Applied Psychology	American Psychological Association (APA)
DL904	MSc Cyberpsychology	American Psychological Association (APA)
DL908	Msc User Experience Design	American Psychological Association (APA)
DL913	PgDip User Experience Design	American Psychological Association (APA)

Appendix 2 Plagiarism Penalties

Penalties and Examples (Summative Work)

In all cases, a formal warning is given and a record made contributing to the student's previous history. The lecturer's discretion is an important component the assessment and penalisation of minor and moderate plagiarism. Please reference the Plagiarism Protocol (Appendix 3) in conjunction with this document. Please note repeat offenses of plagiarism will incur stronger penalties up to and including disqualification.

Type of Plagiarism	Examples	Available Penalties
Minor	<ul style="list-style-type: none">– Failure to cite authors or sources– Paraphrasing without citation or acknowledgement of source– Taking a passage of text, or an idea, and summarising it without acknowledgement of the original source– Overreliance on unassimilated information and concepts i.e. copy and pasting large amounts of source material into original work, with or without referencing– Embedding images or artwork of another person within your original work	<ul style="list-style-type: none">– Warning from lecturer with no further action– Assignment awarded F - resubmission required, with no penalty on grade– Written warning with no further action– Assignment awarded F - resubmission required but grade capped at C <p>Records of Minor Plagiarism are noted at Programme Boards and individual instances are recorded on student files.</p>

<p>Moderate</p>	<ul style="list-style-type: none"> – Failure to cite authors or sources (<i>when repeated in other modules or years</i>). – First instance of presenting large amounts of copied work or digital assets from other sources without reference. – Taking a passage of text, or an idea, and summarising it without acknowledgement of the original source (<i>when repeated in other modules or years</i>). – A first instance passing off collaborative work as your own. – Using small amount of code, such as methods, classes, libraries or APIs in your work without attribution, reference or acknowledgement (first instance) – Self -plagiarism i.e. Representing previous work without reference 	<ul style="list-style-type: none"> – Written warning via email with no further action – Assignment awarded F - resubmission required but grade capped at C – Assignment awarded F - no opportunity to resubmit in current year <p>Records of Moderate Plagiarism are noted at Programme Boards and individual instances are recorded on student files.</p>
<p>Serious</p>	<ul style="list-style-type: none"> – A first instance passing off collaborative work as your own (<i>when repeated in other modules or years</i>). – Presenting large amounts of copied work or digital assets from other sources without reference (<i>when repeated in other modules or years</i>). – A first instance of presenting work authored by a third party, including other students, past or present, family, friends and/or purchased from external service providers. – Using a larger amount of code, such as methods, classes, libraries or APIs in your work without attribution, reference or acknowledgement (first instance) – 	<ul style="list-style-type: none"> – Please see Protocol – Module awarded F - repeat required – Module awarded F – repeat module next academic year – Award classification reduced – Qualification reduced (e.g. Honours - > no Honours) – Disqualified from institution but credits retained – Disqualified from institution with credits withdrawn <p>Records of Serious Plagiarism are noted at Programme Boards and individual instances are recorded on student files.</p>

Appendix 3 Plagiarism Protocol

Step 1

- Lecturer suspects case of plagiarism. The case is documented.
- Lecturer consults the penalties to establish if it is Minor, Moderate or Serious plagiarism. The relevant Head of Department may also be consulted.

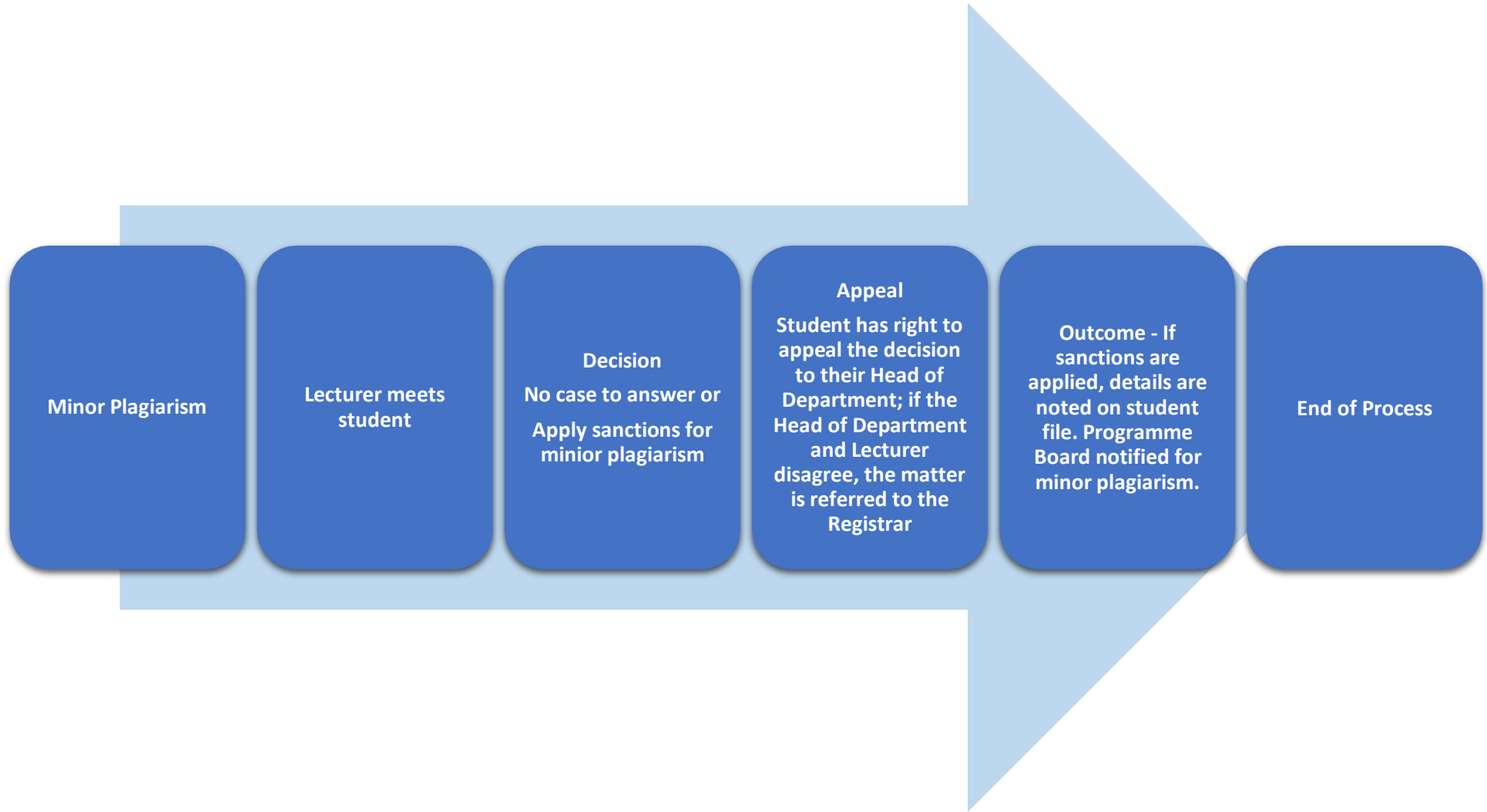
Step 2

- Follow steps for each type of plagiarism, as shown in the Protocol below

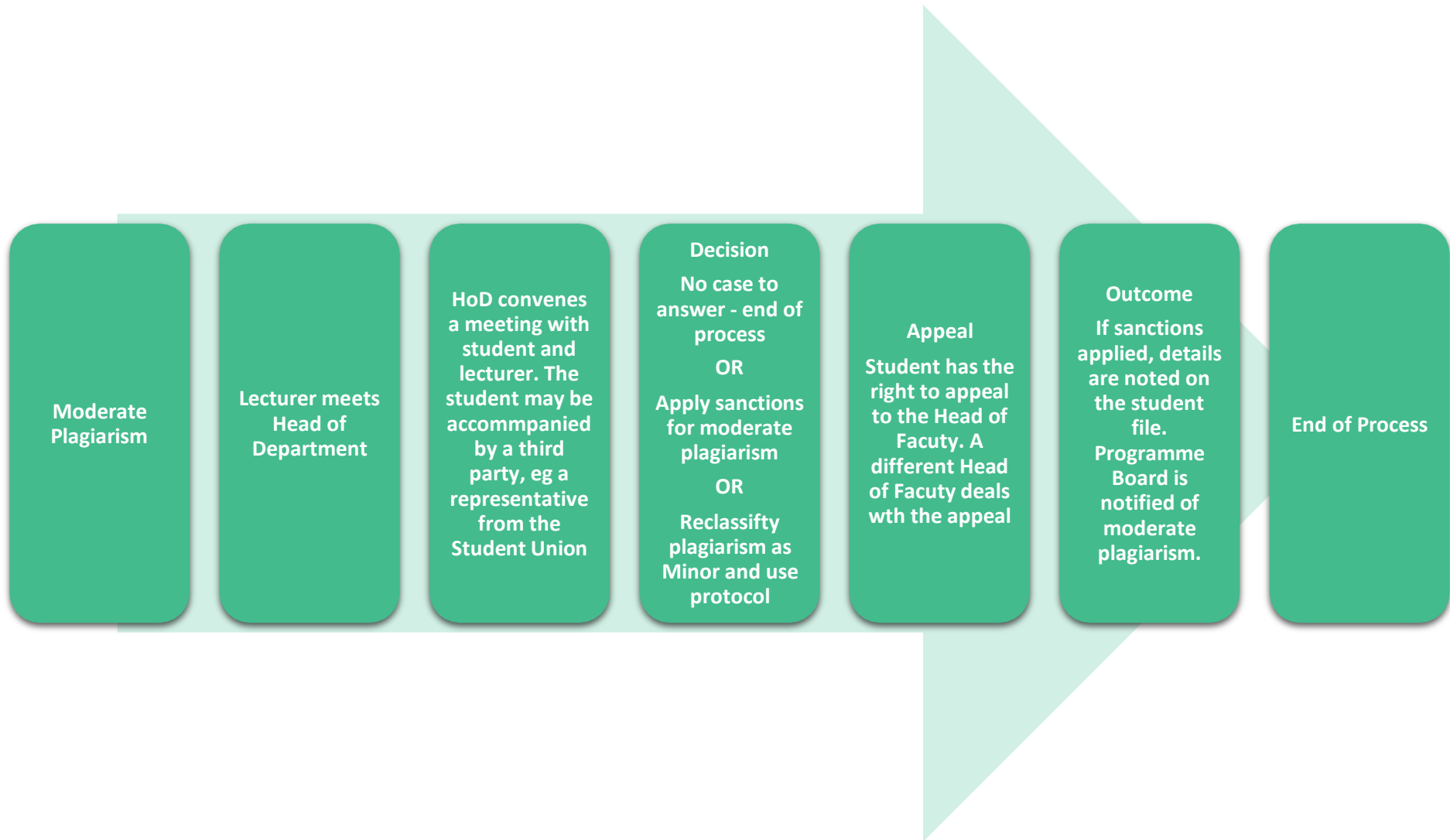
Step 3

- Outcome of the process is noted
- Programme Board is informed twice a year about student plagiarism, ie type, number of offences and stage of students
- End of process

A3.1 Minor Plagiarism Protocol



A3.2 Moderate Plagiarism Protocol



A3.3 Serious Plagiarism Protocol

