Plagiarism Policy

Last Review date February 2014
Next Review date February 2015

Academic Deceit

As an organization that carries out assessment, CTM has an obligation to assessment bodies, its students and any other party who wishes to rely on the value of its qualifications to ensure that the qualifications its student receive are a fair and accurate representation of their work, and of the knowledge and skills they have developed

Plagiarism and other forms of cheating, undermine the value of qualifications for all concerned

The College will use every measure available to ensure that student work is in fact their own, and that plagiarism or any other form of cheating has not taken place.

The College takes academic integrity very seriously. Each student has an obligation to act with honesty and integrity, and to respect the rights of others in carrying out all assessments, by means of coursework or examination.

Any student found to have violated this obligation and to have engaged in academic dishonesty will be penalized

What is plagiarism?

Plagiarism is "a practice that involves knowingly taking and using another person's work and claiming it, directly or indirectly, as your own".

It can be difficult to distinguish between deliberate plagiarism and poor academic practice that fails to acknowledge sources appropriately. There is a clear difference of degree between poor referencing of a source and the deliberate passing off of an entire piece of work.

However whether it is intentional or not, plagiarism is an issue and interferes with the accurate assessment of a student's skills and knowledge –

College policy

CTM is committed to the detection of plagiarism and to taking appropriate measures when it is detected including:

- the implementation of electronic means of plagiarism detection
- the training of its staff in plagiarism prevention and detection
- informing its students of the College position on plagiarism, and of the methods being used to aid detection
- the promotion of effective assessment design and assessment practice
- ensuring that students are properly instructed in what constitutes fair practice and appropriate referencing
- taking disciplinary action as appropriate

By enrolling at the College students agree to the submission of their work to any plagiarism service used by the College.

Further they agree to the following:

- The transfer of their College course work and data relating to this work for purposes of plagiarism detection
- The transfer of work submitted for assessment to third parties for the purpose of present and future plagiarism detection
- The processing of such work and related data for the purposes of plagiarism detection and the provision of information to the College relating to this work
- The future use and storage of this material in order to facilitate the work of the Plagiarism detection service

The above will be carried out only for the purposes of plagiarism detection, and will involve:

1. Comparison with other works, published or unpublished, either on the internet or in some other electronic form
2. Comparison with works previously submitted by students for purposes of assessment and maintained on the databases of the third party supplier of plagiarism detection services
3. Addition of the work submitted to the above databases for purposes of future plagiarism detection

Responsibilities

It is the responsibility of all students and staff to ensure that student work submitted for purposes of assessment, especially purposes of summative assessment, is in fact their own work.

The following details the specific responsibilities of students.

Students

It is the responsibility of students:

To ensure that work submitted for purposes of assessment is their own.

To ensure that where the words and/or arguments of others are used they are appropriately cited and referenced using an accepted referencing system such as the Harvard referencing system.

Students must not simply copy materials from other students, past or present, from written sources, from the Internet, or from any other source whether this is through cutting and pasting, rewriting or by any other means.

Changing a few words within a copied piece of text will not be viewed as making that work an original submission. It is still plagiarism.