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Instructions for Document Users

All Idea Leadership Management Institute (ILMI) students, lecturers and other internal staff can access revised and approved documents related to the ILMI Policies and Procedures from Canvas

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Continuous Improvement

Procedures are meant to be 'living' documents that need to be applied, executed and maintained. If the procedure does not reflect the current, correct work practice, it needs to be updated. Please contact us on: +356 2145 6310

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1. ILMI Plagiarism Rationale

The Institute defines plagiarism as:

The act of using/borrowing someone else's intellectual work as one's own. Plagiarism is further defined as committing literary theft and that is to present ideas as one's own original piece of work without crediting the original source.

- 1.1. Plagiarism is taken seriously. However, the main aim of ILMI's plagiarism policy is to educate and provide an opportunity to promote quality learning experience and not to punish blindly.
- 1.2. ILMI's students are adult learners: the students should be considered as novice learners if they have not been in a learning environment for some time. Sessions for support and study resources are provided to the student during the study journey.
- 1.3. ILMI uses Turnitin as its official plagiarism detection software.
 - a. All summative assignments and examinations are to be submitted online via Turnitin except in cases where the Institute together with the lecturer inform otherwise due to the nature of the assignment or the examination.
 - b. Overview of Turnitin software:
 - i. Allows multiple uploading before submission. ILMI allows 2 weeks access to Turnitin prior to the final submission date (in the case of assignments only and not examinations).
 - ii. Provides % similarity report before submission (in the case of assignments only and not examinations).
 - iii. Also provides an indication of whether/not the work submitted is work done by the student.
 - c. The student is given training how to make good use of the software to check and improve the tasks prior to submission.
- 1.4. While Turnitin provides a % similarity report it is the discretion of the lecturer in consultation with ILMI Quality Assurance Manager to decide if or if not, the student's work is plagiarised and how much plagiarism is committed.
- 1.5. ILMI follows the Harvard Reference Style.

2. Definitions

- **Applicability of rules:** belonging to third parties and used within the student's submitted work e.g. text, images or videos.
- **In-text citation:** When you refer to, summarize, paraphrase, or quote from another source. For every in-text citation in your work, there must be a corresponding entry in your reference list. For direct quotations, include the page number as well, for example: (Field, 2005, p. 14)
- **Reference List:** The detailed list of all sources that are cited directly in your work which is presented at the end of your work. Each reference includes, the author(s), date of publication, the publisher and the city/country of publication.
- **Self-plagiarism:** The submission of the same piece of work for assessment in more than one instance unless adequately referenced.
- **Source:** the place or space where the information is found. This includes, the print material sources e.g. books, journals, articles, newspaper and any other material published on paper or electronic sources e.g. webpage, journals, articles, data, images, recorded material, spoken material, emails, social media and any other material published or made available on the internet. All source types need to be cited.

3. Guide to Determine Whether/not it is a Case of Plagiarism

- 3.1. The main aim of ILMI's plagiarism policy is to educate and provide an opportunity promoting quality learning experience and not to punish blindly.
- 3.2. Prior to deciding whether/not to report a case as plagiarism, the lecturer in consultation with the Quality Assurance Manager considers these issues, including but not limited to:
 - The seriousness and the magnitude/extent of alleged plagiarism.
 - The likely intent of the student to cheat.
 - The case when the work is accurately referenced and cited but owing to technical jargon resulted in a high percentage similarity report.
 - The possibility of using the situation to educate the student.
 - The referencing component: to check whether the student is new to the system.
 - The process is fair for both the student(s) that have plagiarised and those that have not.
 - The well-being of the student and the stress involved for the student when undergoing the plagiarism process.
- 3.3. In consultation with the Quality Assurance Manager, the lecturer rates the magnitude/extent of plagiarism to determine whether/not to proceed through the plagiarism process.
- 3.4. In cases when the student has had previous reports and had already gone through the plagiarism process for the assignment/examination of another module of the same Study Programme, the student will immediately proceed through the plagiarism process.

4. When the Assessment Mode is Open Book Exam

- 4.1. In cases when the assessment mode is open-book exam, the student could be asked to upload on ILMI's Canvas.
- 4.2. While the students do not have the possibility of uploading multiple times, the plagiarism policy and procedure still hold.
- 4.3. In preparation for the exam the students are informed that the work they will submit/upload on ILMI's Canvas will be checked for percentage similarity through a plagiarism detection software, before it is assessed.
- 4.4. In cases when the lecturer in consultation with the Quality Assurance Manager determines that a student has plagiarised marks may be deducted depending on the nature of plagiarism.
- 4.5. In cases when the extent of plagiarism is high, a student may be asked to go through a resit exam.

5. What Constitutes Plagiarism?

5.1. Plagiarism covers offences that could be intentional or unintentional or at times may be the result of academic incompetence. The following are all instances which although not limited to, could be considered as cases of plagiarism:

- Failure to compile a references section despite having citations within text
- Entries in a reference list are not referenced according to Harvard Style resulting in the reader's inability to create a correspondence between the entries in the reference list and citations within text.
- Inconsistent citation style, resulting in the reader's inability to identify sources.
- Significant unacknowledged copying of text, drawings, tables, images or other material from any published or unpublished material, lecture slides or handouts, whether such material is in manuscript, print or electronic form.
- Forgetting to enclose the copied text within quotation marks and failing to correctly acknowledge (using Harvard Referencing Style) the source of the text, diagram, or ideas.
- Copying text but replacing some words or changing word order and using source diagrams but failing to acknowledge the source.
- Significant amounts of patchwriting (i.e. replacing only some of the words or changing their order etc.) with or without citation. To avoid patchwriting, students are encouraged to paraphrase (i.e. expressing the meaning by using own words and so rewording of ideas present in a source text). Paraphrasing reflects maturity in academic writing.
- Commissioning or buying work from third parties (sometimes professional agencies) to prepare assignments and present this work as own.
- Using own work for multiple submissions (e.g. using a previously submitted discussion).
- Referring to own previous work without proper citation and referencing.
- Present the result of group activity as one's own work.
- Falsifying data to support argument.

6. Academic Incompetence

- 6.1. The Institute takes into account that it may take time for students to master the skills of paraphrasing, referencing, and citation. For this reason, first instances of plagiarism which occur in the early stages of studies may be considered as academic incompetence.
- 6.2. The Institute is committed to offering continuous support to the students to facilitate their learning and mastering the skills required in this domain.

7. The Plagiarism Procedure

- 7.1. Students' assignments/examination are uploaded on ILMI's VLE Canvas.
- 7.2. In the case of home-based assignments uploading can be done multiple times, prior to the final submission. The student receives a similarity report from Turnitin plagiarism detection software and is allowed time to amend to improve and upload multiple times before final submission.
- 7.3. Multiple submissions are not possible in the case of examinations, so students are advised to check their work properly to ensure that their work has not been plagiarised before submission.
- 7.4. In those cases where the similarity report shows none or very minimal similarity percentage, the lecturer assesses the student's work.
- 7.5. Cases of suspected plagiarism are further investigated before the lecturer assesses the student's work.
 - 7.5.1 The lecturer in consultation with the Quality Assurance Manager examine the similarity case and decide whether/not it is a case of proceeding through the plagiarism process. Guidelines to support this decision are available in Section 3 of this document.
 - 7.5.2 In cases when it is decided not to proceed through the plagiarism process, the student is given:
 - a. A Verbal Warning and no official reports are recorded.
 - b. An opportunity to learn and improve by providing support and reminding of induction session resources.
 - c. Feedback by the lecturer on the quality of work and on using appropriate referencing and citations.
 - d. An opportunity to re-submit an assignment or resit an examination only once.
 - e. The lecturer assesses and grades the student's work as second attempt, deducting marks accordingly.
 - 7.5.2.1 In those cases when the work is accurately referenced and cited but owing to technical jargon resulted in a high percentage similarity report, the student is not asked to resubmit. His/her first submission is assessed and graded.
 - 7.5.3 In cases when it is decided to proceed through the plagiarism process, the lecturer in consultation with the Quality Assurance Manager determine whether it is/not the first time the student is being reported for plagiarism.
 - 7.5.4 In cases when it is the first time the student is reported as plagiarised, the lecturer in consultation with the Quality Assurance Manager:
 - a. The lecturer writes a report to indicate the extent of the plagiarised component.
 - b. The student loses the first attempt. The lecturer does not give feedback nor corrects the first attempt.
 - c. The student is given the opportunity to submit as a second attempt only once.
 - d. The lecturer assesses and grades the student's work as second attempt, deducting marks if any further similarities are detected.
 - 7.5.5 In cases when it is not the first time the student is reported as plagiarised, the lecturer in consultation with the Quality Assurance Manager:
 - a. The lecturer does not assess nor grade the student's work.
 - b. The lecturer together with the Quality Assurance Manager records the extent of the plagiarised component and note previous offence(s).
 - c. A written report is forwarded to the Student Disciplinary Board.

8. Deduction of Marks for Plagiarised Sections

- 8.1. Deduction of marks is done in proportion to the % marks allocated to the section/task of the assignment/exam being plagiarised.

Example: if similarity report indicates inaccuracies of referencing or lack of referencing in some parts, deduction of marks needs to reflect this.

Example: if whole sections are plagiarised, no marks are given for the plagiarised components of text.

- 8.2. Two Case Scenarios as guidelines to the deduction of marks for plagiarised sections:
- 8.2.1 Case 1: Student's work shows lack of or inaccurate referencing and citations when using text, diagrams, graphs, tables, images.... However, his/her argumentation build up is original and none or minimal similarity is reported.
Marks are deducted proportional to marks allocated for appropriate and accurate referencing and citations.
- 8.2.2 Case 2: Student's work shows accuracy in referencing and citations in all areas of work presented. However, in his/her argumentation a high percentage similarity is reported.
Marks are deducted depending on the extent of plagiarism in proportion to marks allocated for the section in question.

9. The Disciplinary Board Procedure

- 9.1. The Student Disciplinary Board considers the case reported as a repeated plagiarism resulting in the student losing the first attempt.
- 9.2. The student loses the first attempt. The lecturer does not give feedback nor corrects the first attempt.
- 9.3. When the Board decides to give the student another opportunity to submit, this submission is treated as a second attempt, given only once.
- 9.4. The lecturer assesses and grades the student's work as second attempt, deducting marks where any similarity is detected.
- 9.5. The highest mark allocated is 50 Marks and there will be no right to re-attempt the assignment to improve the grade.

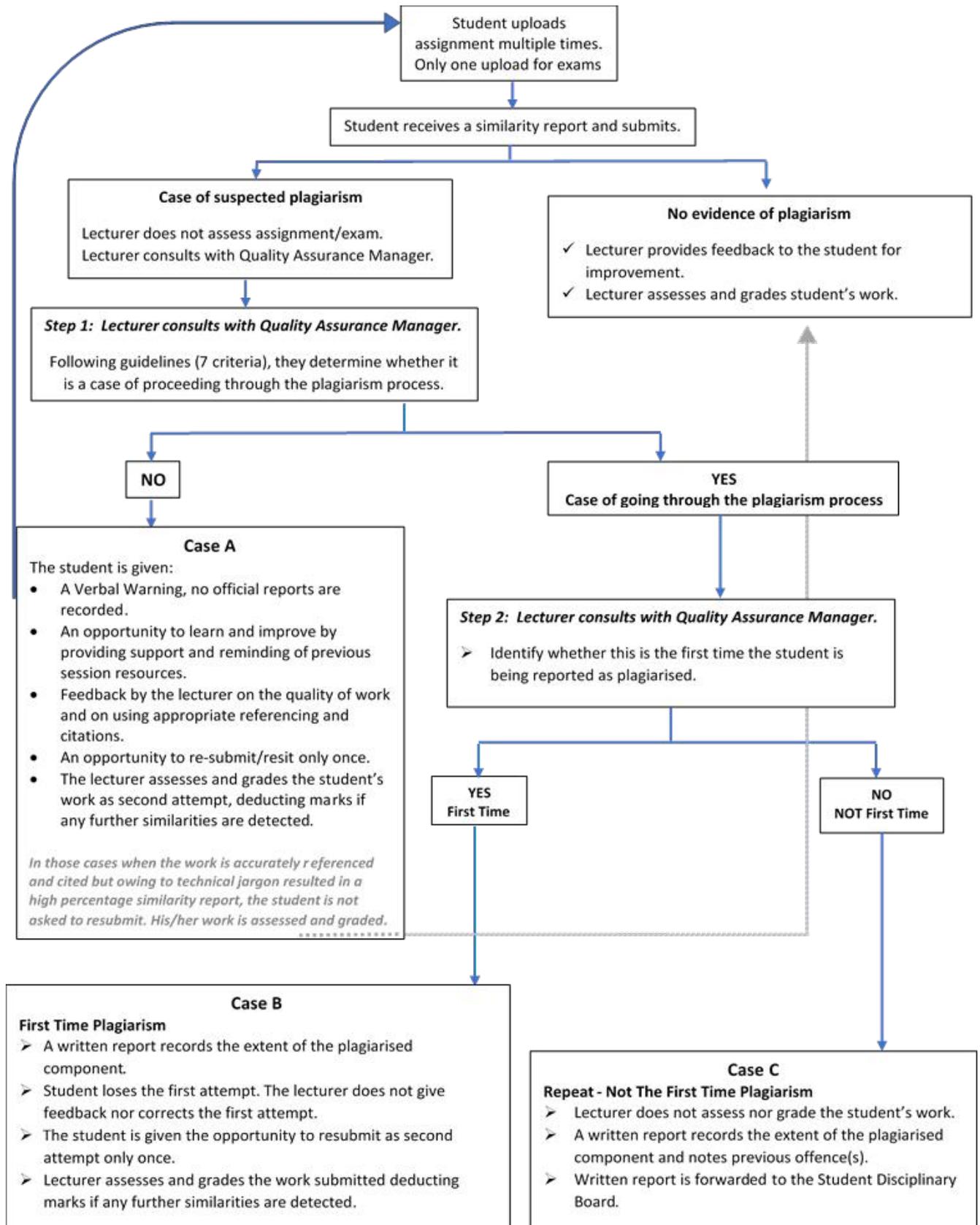
10. The Student's Appeal Procedure

- 10.1. A student may appeal to the Appeals Board against the finding or penalty imposed by the lecturer and/or the Disciplinary Board.
- 10.2. Appeals regarding assessment decisions must be submitted by the student to the Appeals Board within seven (7) working days from the day when the assessment result was first published.
- 10.3. The student is to fill in the relevant Assessment/Examination Result Appeal Form.
- 10.4. It is the responsibility of the student to provide evidence of miscarriage of justice or that the penalty imposed is disproportionate to the offence or any irregularity of procedure in the decision appealed against.
- 10.5. In cases when a hearing is scheduled, the course participant may ask one supportive person, who is not a legal representative, to accompany him/her.
- 10.6. The Appeals Board writes a report documenting the process and the decision taken.
- 10.7. Further information regarding appeals can be found in the Institute's Grievance Policy and Procedures.

11. Supporting Documents

- Doc 008_Grievance Policy and Procedure
- Doc 068_The Assessment/Examination Result Appeal Form
- Doc 009_The Student Disciplinary Procedure
- Doc 029_Code of Academic Honesty and Honesty Declaration
- Doc 031_Student Rights and Responsibilities

12. Appendix 1 – Plagiarism Procedure



13. Appendix 2 – Different Cases

Different Cases - Procedure and Sanctions	
Case A	Not proceeding through Plagiarism Process
1	Verbal warning: No official written report
2	Feedback and support from the lecturer
3	Student submits second attempt only once
4	Lecturer corrects second attempt, deducting marks if any further similarities are detected
Case B	Proceeding through Plagiarism Process - First Time
1	Written report
2	Student loses first attempt
3	Lecturer does not give feedback, nor corrects the first attempt
4	Student resubmits only once
5	Lecturer corrects the second attempt deducting marks if any further similarities are detected
Case C	Proceeding through Plagiarism Process - Repeat
1	Written report to Student Disciplinary Board
2	Student loses first attempt
3	Lecturer does not give feedback, nor corrects the first attempt
4	Student resubmits only once
5	Lecturer corrects the second attempt deducting marks if any further similarities are detected
6	Highest mark allocated is 50 Marks

IDEA Group was founded in 2005 as IDEA Management Consulting Services offering advisory services in the field of business development, change management and human resources as well as corporate training.

Today, Idea Group offers a wide range of management, research, training and education services. The Group's centric idea remains keeping clients at the centre of our service.

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