



WYCLIFFE HALL

Plagiarism Policy

Scope

1. For the purpose of these procedures, “student” includes any person studying on an undergraduate programme supplied by or in connection with Wycliffe Hall, with the exception of students on a SCIO Visiting Student programme, who should follow procedures outlined in the SCIO Code of Conduct.
2. Wycliffe Hall offers courses which are validated by the University of Oxford and Durham University. Procedures for investigating suspected plagiarism and operation of any resulting disciplinary proceedings will align with frameworks and regulations mandated by the validating university for the student’s or students’ course of study.

Procedures Followed if Plagiarism is Suspected

3. Boards of Examiners for different degrees have their overarching plagiarism policies, and therefore the procedures followed will depend on the validating university and whether the plagiarism is deemed, by the course director and examiners, to be intentional or inadvertent.

Procedure for Students on Courses Validated by the University of Oxford

4. The University of Oxford takes seriously the offence of plagiarism and its policy states that:
 - a) No candidate shall present for an examination¹ any part, or the substance of any part, of another person’s work, as if it were the candidate’s own work. Candidates must provide a declaration with every assignment that the work submitted is their own work. Any alleged offence of deliberate plagiarism will be reported to the Proctors, via the Registry Officer.
 - b) No candidate shall cheat or act dishonestly, or attempt to do so, in any way, whether before, during, or after an examination, so as to obtain or seek to obtain an unfair advantage in an examination.

¹ ‘examination’ includes where the context so permits the submission and assessment of a thesis, dissertation, essay, practical work, or other coursework which is not undertaken in formal examination conditions but counts towards or constitutes the work for a degree or other academic award.

- c) No candidate shall present for an examination as his or her own work any part or the substance of any part of another person's work.
 - d) No candidate shall submit a text that has already been submitted in full or in part as part of the material submitted for another paper, certificate or degree.
 - e) In any written work passages quoted or closely paraphrased from another person's work must be identified as quotations or paraphrases, and the source of the quoted or paraphrased material must be acknowledged.
 - f) No person shall dishonestly give help to a candidate before, during, or after an examination so as to give, or attempt to give, that candidate an unfair advantage in an examination.
5. The above examples of dishonest practice are viewed as a breach of University Regulations and the consequences may be severe.
6. Further information on procedures for dealing with suspected plagiarism is available at <https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1>.

Procedure for Students on Courses Validated by Durham University:

7. Durham University considers the following assessment irregularities to be major disciplinary offences which have the potential to incur severe penalties under the University's General Regulation IV. The University defines several forms of assessment irregularity, including:
- a) Plagiarism – the unacknowledged use, including quotation and close paraphrasing of other people's writing and ideas, amounting to the presentation of other person's writings or thoughts as one's own. This includes using material which is available on the internet, and in any other electronic form, and 'contract cheating' i.e. obtaining an essay from an essay writing site, or equivalent source, and submitting it for marking, as if it were your own work.
 - b) Multiple submission - the inappropriate submission of the same or substantially the same work of one's own for summative assessment, in connection with an academic award.
 - c) Collusion - working with one or more other student(s) to produce work which each student then presents as their own in a situation in which this is inappropriate or not permitted and/or without acknowledging the collaboration of the other student(s). Please note – an allegation of collusion is always made against two or more students. The submission by one student of another student's work as if it were their own (without the other student's knowledge) constitutes plagiarism rather than collusion.
 - d) Impersonation - presenting work on behalf of someone else as if it were the work of the other individual.
 - e) Cheating - using any inappropriate or unauthorised means to achieve credit for a piece of coursework or an examination answer.

- f) Use of inadmissible material - using material which is not permitted to achieve credit for a piece of coursework or an examination answer.
 - g) Facilitation - it is also an offence for a student to provide work such as essays to facilitate plagiarism, for example, by placing work on a website.
8. Further information on procedures for dealing with suspected plagiarism is available at <https://www.dur.ac.uk/common.awards/policies/conduct.assessment/irregularities/>.

VERSION CONTROL					
Version Number	Policy Gatekeeper	Date of Approval	Committee	Date to Take Effect	Date of Next Review
V.3	JER	24.11.14	Education	24.11.14	Hilary 2017
V 4	KAR	09.11.16	Education	09.11.16	Michaelmas 2017
V 4	KAR	14.02.18	Education	n/a – no changes	Michaelmas 2018
V 5	KAR		Education	n/a – no changes	Michaelmas 2020
V 6	HLS	3.11.21	Education	n/a – no changes	Michaelmas 2023

It is the responsibility of the Gatekeeper of each policy to check annually whether there have been any legislative and/or University policy changes that are relevant to Wycliffe Hall.