

Plagiarism and Collusion

These instructions apply to assignments submitted for Higher National Diploma programme. Plagiarism and collusion are both prohibited, and any such activity will be penalised. They are defined as follows:

Plagiarism

Plagiarism is the unacknowledged use of another person's work. It takes the form of the reproduction or quotation, without acknowledgement, of the work of others (including the work of fellow students), published or unpublished, either verbatim or in close paraphrase, including material from computer files or downloaded from the Internet.

All work submitted for assessment by students is accepted on the understanding that it is the student's own effort without wrongful appropriation of any kind. Students are expected to offer their own analysis and presentation of information gleaned from research. Any sources or quotations used should be acknowledged and/or referenced in accordance with the appropriate convention.

Collusion

Collusion is a form of plagiarism, involving unauthorised co-operation between at least two people, with the intent to deceive. It can take the following forms:

- a) The conspiring by two or more students to produce a piece of work together with the intention that at least one passes it off as his or her own work.
- b) The submission by a student of the work of another student, in circumstances where the latter has willingly lent the former the work and where it should be evident to the student lending the work that by so doing an advantage is conferred on the other student. In this case both students are guilty of collusion.
- c) In cases where there is unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.
- d) The commissioning and submission of work as the student's own, where the student has purchased work, or solicited another individual to produce work on the student's behalf.

Obligations of students

All students must be willing on each occasion to sign a declaration that the work they are submitting (coursework, projects, dissertations etc.) is their own work and that they have not knowingly let other students copy it. Even when this is not required, the assumption is that all submitted work is the student's own.

Where appropriate, students are expected to familiarise themselves with and make use of the method(s) of citing other people's work in accordance with the appropriate conventions such as the Harvard System of Referencing.

Reviewed: June 2022