Academic Integrity & Plagiarism Policy
September 2010
(Revised November 2019)

Academic Affairs Division
Undergraduate and Graduate Programme

	University of the Commonwealth Caribbean Policy Approval and Revision Form
Policy/Procedure Title:	Academic Integrity & Plagiarism Policy
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Date Developed/Revised:	September 2010, November 2019
Date Approved by Academic Council:	January 2020
Date Approved by Executive Council:	January 2020
Date of Next Revision:	November 2021
Contact:	Dean, Undergraduate Studies
Appendices:	
Related Policies/Procedures:	The following Policies were combined : ▪ Academic Integrity and Copyright Policy ▪ Turnitin Policy ▪ Plagiarism Policy
Position(s) Responsible for Adherence to Policy:	Programme Coordinator, Lecturer, Chief Librarian, Examinations Manager, Heads of Department (HOD), Head of Schools (HOS), Dean, Registrar and the Executive Vice President of Academic Affairs (EVPAA)
APPROVED BY: **UCC Academic Council** Name: Professor Bernadette Warner, Executive Vice President For Academic Affairs **Signature** **Date:** **January 2020**	**APPROVED BY:** **UCC Executive Council** Name: Professor Dennis J. Gayle, President/Executive Chancellor **Signature:** **Date:** **January 2020**

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UNIVERSITY OF THE COMMONWEALTH CARIBBEAN (UCC)
Fostering Leadership & Innovation

Academic Integrity and Plagiarism Policy
September 2010
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PURPOSE
The University of the Commonwealth Caribbean (UCC) demands a high level of scholarly behaviour and academic honesty. Work submitted must be the original of the learner. Demonstration of integrity in all academic efforts is expected. Anyone suspected and discovered to have committed plagiarism or any other form of academic dishonesty will be sanctioned as detailed in this policy and is likely to be subjected to disciplinary action.

AUTHORITY
All students, staff and faculty members of the University are responsible for adhering to the policy. The positions of authority responsible for the adherence and compliance of this policy are: Programme Advisor, Programme Coordinator, Lecturer, Heads of Department (HOD), Director of Student Affairs, Senior Director, College of Graduate Studies and Research, Heads of School (HOS), Registrar Dean, and the Executive Vice President of Academic Affairs (EVPAA).

CONDITIONS AND PROCEDURES GOVERNING STUDENTS' ACADEMIC MISCONDUCT

1.0 ACADEMIC MISCONDUCT
Academic misconduct consists of academic dishonesty or unethical behaviour not limited to acts of plagiarism. The University considers these matters to be serious which can affect the credibility and integrity of the education process. Therefore, the University will discipline students who have engaged in acts of academic dishonesty or unethical behaviour.

2.0 CATEGORIES OF ACADEMIC MISCONDUCT
The submission of assignments in the form of essays, lab reports, presentations, tests and examinations must meet the required standards of quality assurance for accreditation purposes. It is required that students present assignments based on their own effort, except in the case of group work. Academic misconduct may be minor or major offenses.

2.1 Minor offenses
Minor infractions, are usually ones in which the student has accidentally copied or partly copied the work of another person, without properly citing it.

Major infractions, are usually cases in which the student has taken deliberate steps to copy someone else's work in order to pass it off as their own. Major cases normally result in severe consequences, and it is not unknown for students to be suspended from their course, or even expelled.

2.2 Major offenses

Plagiarism is a form of intellectual theft. If you fail to acknowledge your sources or make it appear that someone else's work is your own, you are guilty of plagiarism. The scholarly world operates by exchanging information and crediting the sources of that information. If you violate that process, you have committed a crime in the academic community. If you are having difficulty completing a paper on time, or need some additional help, or are unsure of how or where to document a source, please contact your lecturer or go to the librarian for help so you can avoid inadvertently or intentionally plagiarizing a source.

 2.1.1 **Plagiarism:** presenting as new, ideas or products that was derived from an existing source. To plagiarize is also to present information without crediting the source. This relates to anything that is produced: essays, photograph.

2.1.2 Types of Plagiarism

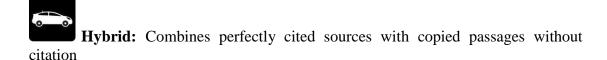 **Clone:** Submitting another's work, word –for- word, as one's own.

 CTRL-C: Contains significant portions of text from a single source without alterations.

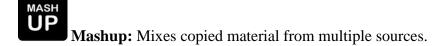 **Find Replace:** Changing key words and phrases but retaining the essential content of the source.

 Remix: Paraphrases from multiple sources, made to fit together.

 Recycle: Borrows generously from the writer's previous work without citation.

 Hybrid: Combines perfectly cited sources with copied passages without citation

 Mashup: Mixes copied material from multiple sources.

404 Error- Includes citations to non-existent or inaccurate information about sources.

Aggregator: Includes proper citation to sources but the paper contains almost no original work.

Re-tweet: Includes proper citation but relies too closely on the text's original wording and/or structure.

3.0 TURNITIN (Plagiarism detection software)
3.1 BACKGROUND

The ease with which students can access electronic sources has contributed to increased acts of plagiarism. Students rely heavily on web resources to write academic papers and often students unintentionally plagiarize. To supplement workshops on Academic Integrity, UCC has acquired the Turnitin Software to allow students to identify for revision, drafts of major papers which may have significant similarities with electronic sources. Having submitted their drafts and after receiving the similarity reports, students will have the opportunity to summarize, paraphrase or remove sections of their major papers that appear in other web resources. This academic quality assurance intervention makes it convenient for students to self-monitor to ensure that their papers are original. Likewise lecturers are able to use evidence if necessary, to apply appropriate sanctions for students who submit papers with patch writing and other academic integrity infractions. Turnitin is intended for students to self-correct their papers based on the findings of Similarity.

3. 2 GUIDANCE FOR INSTRUCTORS

a) Attend all training sessions on the use of Turnitin
b) Liaise with the UCC Chief Librarian for assistance with setting up Turnitin accounts for your courses
c) Set up a Turnitin account for your course by the second week of class
d) Share Turn-it-in account details by the third week of class with students as well as instructions on how to join
e) Heads of Department and Course leaders to select and include in their course outlines major written assignments to be submitted to Turnitin
f) For practice, allow students to submit a draft and final copy of a "low-stakes" assignment to Turnitin by the fourth week of class. Build in the reading and citation of at least two sources. This will facilitate practice and assist students to become comfortable with using the software.
g) Academic Writing as well as writing-intensive courses to include Explicit Instruction on Summarizing and Paraphrasing
h) APA Referencing guidelines, in-text citation and synthesis to be infused across all courses

i)   Special workshops to be planned by Chief Librarian in collaboration with lecturers on use of sources and documentation at strategic times during the semester

j)   Drafts of all major assignments including research papers to be uploaded to Turnitin one week before the final assignment is due. Students will use this time to make changes, if necessary, based on the Similarity report.

k)   Final Hard copies of paper with Submission ID to be accepted one week after the draft was submitted.

l)   Final Papers that have not been submitted to Turnitin will not be scored. Papers that have a Similarity Index that is higher than 20% may attract a penalty or may not be scored.

Before marking final papers, lecturers will review the Similarity report to determine the degree of similarity to electronic sources. First markers will record the Similarity Index on the front right of major writing assignments before grading. Note that a paper with a Similarity Index (SI) of less than 20% may still have high similarities to electronic sources that were consulted in preparing the paper or may have instances of incorrect citations hence the Similarity report should always be checked. In addition, the Reference List should be checked for adherence to the APA standard. Final papers which show unacceptable degrees of similarities to web sources should be sent by email to the student and copied to the Head of Department indicating the action to be taken. At the discretion of the Head of Department, the paper may be disqualified or the student be given the opportunity to revise.

3.3 GUIDANCE FOR STUDENTS

a)   Sign up for Turnitin by the third week of class

b)   Submit the drafts for major assignments one week before the final paper is due

c)   Download the Similarity Report

d)   Summarize or paraphrase sections of the report that have similarities with any electronic source. Check that all citations are accurately done.

e)   Final copies of major assignments should have a Similarity Index of 20% or less and should have all sources cited accurately

f)   Use the findings of the Similarity report to revise areas of the report with similarities to online sources one week before the final assignment is due. Students will revise papers and submit a revised copy that reflects very little similarity with online sources.

g)   Write the submission ID on the front right of the cover page of the hardcopy to verify that the final copy of the paper was submitted to Turnitin.

h)   Final hard copies of assignment will not be graded unless the paper was submitted to Turnitin. Be guided by the University's Assignment Guide and certify that the assignment is your own work by signing the Declaration clause on the standard *Assignment Cover*.

4.0 PLAGIARISM SANCTIONS

Plagiarism is a serious offense that can result in a variety of sanctions ranging from failure of the course to suspension from UCC.

CATEGORY	CHARACTERISTICS	ACTIONS

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Poor academic practice (PAP) Offences occurring for the first time in the first semester of a student's course should normally be treated as poor academic practice	This is not a disciplinary offence and does not count as a first offence in the context of the Category 3 plagiarism definition. PAP involves collaboration or poor citation practice where there is evidence that the student did not appreciate the rules of academic writing or where the extent of copied material can be considered so slight that it does not justify disciplinary proceedings or a penalty. The work in question includes (among other characteristics): ▪ a limited amount of material or copied text expressing ideas or concepts taken from the work of others in the student's own words but without appropriate citation. ▪ a limited amount of material or copied text which is referenced in the bibliography but is not properly cited. ▪ a limited amount of material or copied text that has been subjected to minor linguistic changes with or without citation. ▪ a limited amount of material or copied text that is cited but not in quotation marks. ▪ limited collaboration between students as evidenced by structure, source or copied text; this includes cases where the written work is original throughout.	A formal warning but no penalty is issued by the Head of Department and the student is directed to academic support within the department. The student is required to undertake the University's on-line plagiarism tutorial. In cases of poor academic practice the mark will reflect the academic merit of the work; the mark is likely to be low.
Category 1- plagiarism and/or collusion	The work breaches the rules of academic integrity by presenting the material of others as the student's original material. Category 1 plagiarism includes (among other characteristics): ▪ short blocks of material or copied text expressing ideas or concepts taken from the work of others without appropriate citation, or copied text that is cited but not in quotation marks. ▪ short blocks of material or copied text which is referenced in the bibliography but is not properly cited short blocks of material or copied text that have been subjected to minor linguistic changes and presented as the student's own, with or without citation. ▪ short blocks of material or copied text that is cited but not in quotation marks. ▪ collaboration between students as evidenced by structure, sources or short blocks of copied text, (including copied text subjected to minor linguistic changes) or similar bibliographies. A short block of text may be as small as two continuing lines. ▪ short blocks of copied code, other	A mark of zero (0) should be awarded for the assessment in which the plagiarism was found to occur. The course mark is calculated on the basis of the zero mark for the plagiarised assessment. If this results in failure of the course, where resubmission is available, the student may resubmit the assessment for a capped course mark. The cap should be set at the pass mark for the programme.

CATEGORY	CHARACTERISTICS	ACTIONS
	computer files or experimental results copied from another student or the work of others from online resources or books without appropriate referencing.	
Category 2- plagiarism and/or collusion	A Category 2 offence will be committed when the copied material represents a significant proportion of the work. The line between Category 1 and Category 2 offences will be determined by the level of similarity between the work and the source material on a case by case basis. Category 2 plagiarism includes (among other characteristics): - significant or numerous blocks of material or copied text expressing ideas or concepts taken from the work of others without appropriate citation. - significant or numerous blocks of material or copied text which is referenced in the bibliography but is not properly cited; - significant or numerous blocks of material or copied text that have been subjected to minor linguistic changes and presented as the student's own, with or without citation. - significant or numerous blocks of material or copied text that is cited but not in quotation marks. Significant blocks of text may be as small as several continuing lines - collaboration between students as evidenced by structure, sources, significant or numerous blocks of copied text, (including copied text subjected to minor linguistic changes) or similar bibliographies. - blocks of copied code, other computer files or experimental results copied from another student or the work of others from online resources or books without appropriate referencing.	A mark of zero (0) should be awarded for the assessment in which the plagiarism was found to occur. The module mark is calculated on the basis of the zero mark for the plagiarised assessment. If this results in failure of the module, the student should be required to resubmit the assessment in order to fulfil the learning outcomes and obtain the module credits where this is required for progression purposes. No mark will be awarded. If this penalty does not result in the failure of the module, the module mark obtained for the module should be further reduced by 10% of the maximum available mark.
Category 3- plagiarism and/or collusion - 'repeat offence'	A Category 3 offence will be committed if Category 1 or 2 penalties have been applied to a student's work on a previous occasion (i.e. a repeat offence). Contemporaneous offences or offences in which a student has had no opportunity to act upon advice arising from an earlier offence due to close submission dates etc. are not treated as repeat offences but may attract PAP, Category 1 or Category 2 penalties in the normal way. The Plagiarism officer shall determine whether the latest instance of plagiarism is Category 1	If both offences are Category 1 then the penalty on the second offence is a Category 2 penalty. If either of the two offences is a Category 2 offence then the penalty on the second offence is a Category 3 penalty. The Category 3 penalty is as follows: A mark of zero (0) should be awarded for the assessment in

CATEGORY	CHARACTERISTICS	ACTIONS
	or Category 2 in the level of severity. The penalty to be applied shall then take into account the category of penalty of the prior offence.	which the plagiarism was found to occur. The course mark is calculated on the basis of the zero mark for the plagiarised assessment. If this results in failure of the course, the student should be required to resubmit the assessment in order to fulfil the learning outcomes and obtain the course credits where this is required for progression purposes. No mark will be awarded. If the penalty does not result in the failure of the module, the course mark obtained for the course should be further reduced by 10% of the maximum available mark. If this penalty does not reduce the degree classification at the end of the programme by one class, the degree class should be reduced by one class. Where reduction in the degree class would result in undergraduate students not obtaining an Honours degree, or in Foundation degree students or postgraduate students failing the programme, their cases should be considered by a disciplinary panel.
Category 4- plagiarism and/or collusion	A Category 4 offence is the most severe plagiarism where the departmental processes do not provide a sufficient penalty. Examples include purchasing of work or soliciting to do so or multiple repeat offences. It may also be appropriate to refer to a disciplinary panel a case which is complex and where the department is unable to establish the facts, for example a case of apparent collusion where the identification of the guilty party cannot be ascertained. A disciplinary panel has the power to impose penalties up to and including expulsion from the University.	Refer to Panel

11.62   **Plagiarism in the honours-level or postgraduate project or dissertation** will normally be considered as Category 2 or Category 4 plagiarism depending on the scale of the plagiarism. A Category 2 penalty applied to a postgraduate dissertation will result in failure to obtain a Master's degree since no Master's award can be made where a zero mark is recorded for the dissertation. In such cases a resubmission is not offered, and the Board of Examiners will consider whether an interim award is available. Where the plagiarism in the project or dissertation is very serious or a repeat offence then this will be treated as Category 4 plagiarism.

11.63   **Resubmission of a student's own work (self-plagiarism)-** This occurs when a student submits material for assessment which s/he has previously submitted as part of another assessment exercise and which has been marked. The extent of the offence would be evaluated using the above categories.

Academic Fraud

A disciplinary hearing is normally called when the Student has breached the University's code of discipline for students. Disciplinary Hearings are also convened when a student has been alleged to have performed a major act of plagiarism.

All students agree to the *Code of Discipline* when they enrol at the University.
The outcome of a disciplinary hearing can depend of the severity of the accusation against the student. This can mean that a student could face a reprimand, right up to being suspended or expelled from the University.
Disciplinary Hearings are serious as they can have significant consequence for the student. If you receive a letter inviting you to a disciplinary hearing, you should contact the Department of Students' Affairs (DSA) advice team immediately.

Course Outlines- Plagiarism and Copyright clause *(Appendix A- Academic Integrity and Copyright Policy)* is attached to all course outlines developed and distributed by the University.

Academic Integrity and Copyright Policy

The University of the Commonwealth Caribbean (UCC) demands a high level of scholarly behavior and academic honesty on the part of its students. Any assignment, test paper, project, or report submitted by you and that bears your name will be assumed to be your own original work that has not been previously submitted for credit in another course unless you obtain prior written permission to do so from your lecturer. In all assignments, or drafts of paper, you may use words or ideas written by other individuals in publications, websites or other sources, but only with proper attribution. "Proper attribution" means that you have fully identified the original source and extent of your use of the words or ideas of others that you reproduce in your work for this course. This is normally done in the form of a footnote or parenthesis. Failure to do so is plagiarism and is considered a form of academic dishonesty. Please refer to the UCC Library and Information Centre if you are uncertain how to cite your references.

IMPORTANT NOTE ON PLAGIARISM
Plagiarism is a form of intellectual theft. If you fail to acknowledge your sources or make it appear that someone else's work is your own, you are guilty of plagiarism. The scholarly world operates by exchanging information and crediting the sources of that information. If you violate that process, you have committed a crime in the academic community. If you are having difficulty completing a paper on time, or need some additional help, or are unsure of how or where to document a source, please contact your lecturer or go to the librarian for help so you can avoid inadvertently or intentionally plagiarising a source.

You will be charged with plagiarism if you:
   ❖ Copy from published sources without adequate documentation.
   ❖ Intentionally or unintentionally appropriate the ideas, language, key terms, or findings of another without sufficient acknowledgment that such material is not your own and without acknowledging the source.
   ❖ Purchase a pre-written paper (either by mail or electronically).
   ❖ Let someone else write a paper for you.
   ❖ Reproduce someone else's project.
   ❖ Submit as your own someone else's unpublished work, either with or without permission
   ❖ Incorrectly cite or neglect to cite borrowed materials

Consequences of Plagiarism
- ❖ If the final work you submit—all of it—is not yours, it does not matter how you came by it. Charges of plagiarism are brought to the attention of Academic Affairs, which initiates an investigation that may lead to formal charges.
- ❖ The process for the investigation and adjudication of charges may be accessed at the Deans' Office.
- ❖ Plagiarism is a serious offense that can result in a variety of sanctions (failure of the course in which the plagiarism occurred and suspension from UCC among them).

Appropriate Uses of Sources
A mark of strong academic writing is demonstrated when one appropriately identifies sources in his/her arguments and analyses. This practice is called **documentation**. Guidelines for how to correctly cite materials used within your writing and assembling the list of works that you cite in your paper are available in style manuals. Information from these style manuals can be accessed in UCC's Library & Information Centre.

- ❖ Whenever you draw on another's work, you must specify what you borrowed, whether facts, opinions, or quotations, and where you borrowed them from.

Avoiding Plagiarism
- ❖ Contact your lecturer and honestly discuss a strategy for completing an assignment rather than risk humiliation and legal charges.
- ❖ Become thoroughly acquainted both with the various ways in which plagiarism is construed, and with sources of proper documentation.

Reference:
American Psychological Association (2009). *Publication manual of the American Psychological Association,* (6th ed.). New York: American Psychological Association

For further information, please contact Academic Affairs Division or UCC's Library and Information Centre, Tel: 876-906-3000.