



Horton Spring Online College

Unlock Your Potential

Plagiarism (HSOC)

Plagiarism (Copying)

Policy

Work presented for assessment should be your own work. Copying the work of others and passing this off as your own is regarded as cheating and as a serious breach of regulations.

You will often be encouraged to work with other students, and of course you are expected to use textbooks and reference books as sources of information. In these cases, we expect that you will acknowledge the work of others, and provide a clear reference to sources of information.

If however, work is received which in the tutor's judgement is simply a copy from a reference source, it will be disallowed. If two or more students submit the same work in an attempt to pass it off as their own, each of those students will have their work disallowed, and the incident will be reported to the course tutor, who will investigate. Students found copying or otherwise cheating in an examination type assessment will likewise have all their work for that session disallowed and the incident investigated by the course tutor. **If after investigation, copying or cheating is established, the work will be given a refer grade and the circumstances reported to the Examination Board.**

Definition

Plagiarism occurs if you:

Copy the words or work of an author of a book or article (including material from electronic sources such as the world-wide web) in your assignment or essay without indicating that it is a quotation.

Copy another work or engage in collaboration or collusion with another person to produce work which is presented as your own. In some instances collaborative work is required by an assignment. If this is the case you will always be informed.

Paraphrase an author's work, presenting exactly the same argument in the same sequence, *without acknowledging that you have done so*.

Avoiding Plagiarism

You can avoid plagiarism if you:

Clearly indicate the author, title, publisher and date of any work which you are reading for an assignment when you make notes so that you have a record of where your information is drawn from.

Ensure any notes you take are in your own words. You can do this by reading a book or article or information derived from electronic media, a paragraph at a time and then noting any important points.

Indicate in your notes when you are taking down a quotation. You can do this with inverted commas or, better still, by using a different coloured pen. If you then decide to use the quotation in your essay it **must** be placed in inverted commas and referenced.

Talk to your colleagues by all means but always ensure you produce your own notes, your own essay plan and your own words in your essay.

Clearly cite the sources of your information in the text of your essay. You will find different practices in referencing in books and articles you read. Currently in Horton Spring Online College we require students to use the **Harvard** system of referencing.

Always provide a full bibliography at the end of your work including all the books or articles you have read, even if you have not necessarily used material from them for the essay.

Change Record

Date of Change:	Changed By:	Comments:
14/11/2017	S.Iqbal	Policy approved by the Senior Management of HSOC