

Cases of Unfair Practice

Definition of Unfair Practice:

It is an unfair practice to commit any act whereby a person might obtain for themselves or for another, an un-permitted advantage leading to a higher mark or grade than their abilities would otherwise secure. In particular, but without prejudice to the generality of the foregoing, it is unfair practice to engage in actions such as the following:

- (a) Plagiarism, which can be defined as using without acknowledgement another person's words or ideas and submitting them for assessment as though they were one's own work, for instance by copying, translating from one language to another or unacknowledged paraphrasing. Further examples of plagiarism include:
- use of any quotation(s) from the published or unpublished work of other persons, whether published in textbooks, articles, the internet, or in any other format, where the quotations have not been clearly identified as such by being placed in quotation marks and acknowledged;
 - use of another person's words or ideas that have been slightly changed or paraphrased to make them look different from the original;
 - summarising another person's ideas, judgements, diagrams, figures, or computer programs without reference to that person in the text and the source in the bibliography;
 - use of services of essay banks and/or any other agencies;
 - use of unacknowledged material downloaded from the internet;
 - use of one's own material except as authorised by the College.
- (b) Collusion, which can be defined as when work that has been undertaken by or with others is submitted and passed off as solely the work of one person. This also applies where the work of one candidate is submitted in the name of another. Where this is done with the knowledge of the originator both parties can be considered to be at fault.
- (c) Fabrication of data, making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.
- (d) Presentation of evidence of special circumstances which is false or falsified or which in any way misleads or could mislead Examination Boards.

Don't think that plagiarism will not be caught; there are many ways to detect plagiarism.

Markers can spot changes in the style of writing and use of language

Markers are highly experienced subject specialists who are very familiar with work on the topic concerned- they may have read the source you are using (or even marked the essay you have copied from!)

Internet search engines and specialised computer software can be used to match phrases or pieces of text with original sources and detect changes in grammar and style of writing or punctuation.

All undergraduate courses offered at Hereford College of Arts will adhere to the validating body Regulation for Unfair Practice and Verification and Appeals procedure.