



Institute  
for Education

# Academic Dishonesty and Plagiarism Policy and Procedures

Version 1.6

---

<b>Policy Author</b>	Anthony Satariano	<b>Designation</b>	Head QA	<b>Dept.</b>	QA Dept.
<b>Policy Reviewer</b>	Joanne Grima	<b>Designation</b>	CEO	<b>Dept.</b>	N/A
<b>Policy Approver</b>	QAC	<b>Effective Date</b>	22/12/2017		

---

## 1 Introduction

- 1.1 Honesty and integrity are two of the most important values which are upheld by the Institute for Education (IfE) in its pursuit and dissemination of truth and knowledge. The IfE and course participants share the responsibility towards preserving high standards of excellence.
- 1.2 Academic dishonesty is unacceptable behaviour morally, ethically and legally; and it will not be tolerated.
- 1.3 Academic dishonesty compromises the process of fair and equitable evaluation of all course participants' academic performance.
- 1.4 Course participants engaging in such practices are denying themselves the benefit of an instructors' accurate assessment and feedback, thereby hampering their academic and personal growth.

## 2 Definitions

### 2.1 Academic Integrity

- The IfE identifies academic integrity as the commitment to certain core values: truth, honesty, fairness, respect, and responsibility.
- Honesty and truthfulness: Express the truth, without deception, duplicity, cheating, and fraud. Be forthright in our interactions with each other and making all reasonable efforts to fulfil our commitments.
- Fairness: Treat course participants, and staff in an equal manner according to the IfE's standards and policies, administered in an impartial manner.
- Respect: Foster an environment that enables honest and open communication, free from harassment and intimidation, where alternative points of view are treated with consideration and the diversity is appreciated, and where the work of others is acknowledged through the proper identification of sources.
- Responsibility: All members, including students and staff of the IfE are held accountable for their work and actions.

### 2.2 Academic dishonesty includes but is not limited to:

- Plagiarism - the intentional or unintentional presentation of another person's idea or product as one's own. Plagiarism includes but is not limited to the following:
  - Copying verbatim all or part of another's written work.
  - Using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source.

- Paraphrasing ideas, conclusions or research without citing the source in the text and in reference lists.
- Changing words but copying the sentence structure of a source without citing the source.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.
- Copying other course participants' work/assignments.
- Inappropriately using digital or information technology to complete an assessment task, including but not limited to:
  - i. generating content using artificial intelligence;
  - ii. using paraphrasing or translation software to disguise plagiarism, collusion, or other academic integrity breach.
- Self-Plagiarism (duplicate submission) - occurs when the same piece of work undertaken by oneself (or a significant part thereof) is submitted for formal assessment twice.
- Cheating – the use or attempt to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication - the falsification or invention of any information or citation in an academic exercise.
- Obtaining or giving aid in an examination.
- Presenting another's work as one's own or doing work for another course participant.
- Having unauthorized prior knowledge of an examination.

### **3 Academic Dishonesty and Plagiarism**

- 3.1 All charges of academic dishonesty will be brought in accordance with this policy. The IfE expects all its members, inclusive of the course participants and staff - to share the responsibility and authority to report known acts of academic dishonesty. In every case of alleged academic dishonesty, the IfE lecturer shall clearly demonstrate that the course participant committed an act of academic dishonesty.
- 3.2 Course participants can avoid unintentional plagiarism by carefully following accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, appropriately quoted, paraphrased or summarized, and papers and research projects should acknowledge these sources in the appropriate places in the text of the paper as well as in a reference list at the end of the paper, in accordance with accepted citation practices.

- 3.3 The IfE prohibits the resubmission of coursework from previous modules partially or in its entirety.
- 3.4 The IfE uses a sophisticated detection system (Turnitin®) to scan work for evidence of plagiarism. This system has access to billions of sources worldwide (websites, journals etc.) as well as work previously submitted to the IfE and other institutions and universities. All assignments, unless otherwise indicated shall be submitted electronically.

## **4 Exam Cheating**

### **4.1 Fairness**

- 4.1.1 The IfE believes in the Fair assessment of course participants' work therefore, it ensures that fair and transparent procedures are in place for the assessment of assignments. When course participants cheat, the IfE can no longer fairly assess their work.

### **4.2 What constitutes exam cheating?**

- 4.2.1 An exam is a test at which a course participant demonstrates their individual qualifications and skills within the framework and on the conditions laid down by the IfE for the relevant exam. If a course participant – intentionally or unintentionally – acts in such a way as to improve their exam conditions compared to what was intended, his/she is cheating to obtain an incorrect assessment.
- 4.2.2 If a course participant helps someone else obtain an undue advantage at an exam, this also constitutes cheating. Furthermore, attempts at cheating at exams will be dealt with regardless of whether the attempt at cheating is successful or whether the course participant actually intended to cheat. The rules regarding exam cheating are applicable irrespective of the type of exam.

### **4.3 Disciplinary Procedures against exam cheating**

- 4.3.1 Any suspicion of exam cheating will be reported by the invigilator/lecturer to IfE's Disciplinary Committee, which handles such cases.
- 4.3.2 When a case regarding suspected exam cheating is reported to the Disciplinary Committee, the course participant will be informed that their exam will not be assessed while the case is being investigated.

- 4.3.3 When the Disciplinary Committee receives a report on suspected exam cheating, all details will be assessed before it is decided whether to reject the report or to continue the consideration of the case.
- 4.3.4 If the consideration of the case continues, the course participant will receive a letter with a summary of the facts of the case. Along with this letter the course participant will receive a copy of the report, a copy of their exam paper/assessment with the indication of where there is a suspicion of cheating and a copy of the sources.
- 4.3.5 The purpose of the letter is to give the course participant the opportunity to comment on the case before a decision is made.
- 4.3.6 The course participant may at any time during the consideration of the case request a meeting, where he/she have the opportunity to comment on the case. The invigilator/lecturer responsible for the reporting to the Disciplinary Committee has the same opportunity if they find it necessary for the proceedings of the case.
- 4.3.7 A decision will be made on the case based on the report and the subsequent meeting. The consideration of cases regarding suspected exam cheating normally takes two to four weeks from the time the Disciplinary Committee receives the report until a final decision is made.
- 4.3.8 If a sanction is imposed, the course participants' participation in the exam may be declared invalid and she/he will be awarded an F.
- 4.3.9 If the report on suspected exam cheating is rejected or if the sanction is a warning, and the course participant has participated in re-examination in the intervening period, he/she will retain the highest exam result.
- 4.3.10 If a sanction has been imposed against the course participant for cheating, he/she can, when the sanction has been carried out, continue all study-related activities on equal terms with the other course participants at the IfE. Consequently, no special measures will be taken to mitigate the circumstances, and he/she will not be under enhanced supervision during future exams. Cases regarding exam cheating are confidential, and the IfE's staff is pledged to secrecy.

#### **4.4 Sanctions and penalties**

- 4.4.1 Possible sanctions and penalties range from a warning to permanent expulsion from the course and are imposed on the basis of an overall assessment of the gravity of the offence in the specific case.
- 4.4.2 The Disciplinary Committee may impose the following sanctions:
- Issue of a warning
  - Cancellation of exam
  - Temporary or permanent expulsion from the course.

## 5 Plagiarism procedures for Assignments

- 5.1.1 The IfE regards plagiarism as a serious matter. Cases will be investigated, and penalties may range from deduction of marks, expulsion from the course to the non-conferment of the degree, depending on the seriousness of the occurrence. Even if plagiarism is inadvertent, it can result in a penalty. The forms of plagiarism listed in Article 2.2 are all potentially disciplinary offences in the context of formal assessment requirements.
- 5.1.2 In assessing cases of plagiarism, the Disciplinary Committee, may also seek to investigate whether other course participants were involved in providing material for plagiarism to occur. In such cases, the Disciplinary Committee may decide to impose any of the sanctions outlined in clause 5.1.9.
- 5.1.3 The primary responsibility for the detection of plagiarism within assessments submitted by course participants rests with the lecturer grading the said piece of work (herein refer to as the assessor).
- 5.1.4 The assessors shall use their knowledge and academic judgement as experts in the subject area to decide whether plagiarism has occurred.
- 5.1.5 The assessor shall use the plagiarism detection software (Turnitin) provided by the IfE as an aid in detecting plagiarised work. However, the assessor shall ensure that due evaluation and assessment shall be sought on the similarity report issued by Turnitin, before determining that plagiarism has occurred.
- 5.1.6 The IfE recommends that as a guidance the similarity percentage within the similarity report should not exceed **21%**. However, plagiarised content shall be reviewed by the assessor as per the [Academic Dishonesty and Plagiarism Policy and Procedures](#).
- 5.1.7 If, upon evaluation of the similarity report, the assessor deems that plagiarism has occurred, the case shall be discussed with the respective course coordinator, whereby, the assessor is asked to fill in the plagiarism report indicating clearly the areas that have been plagiarised and shall use their academic knowledge to also identify the following:
- Decide that the plagiarised text is unintended, therefore it may be considered that no attempt to gain advantage is being made, but it is more of a case of poor academic practice.
  - Shall provide guiding feedback so the course participant may be able to identify the problem and reflect accordingly.
  - Decide that the amount of plagiarised text/work within the submitted assignment is a lot and therefore academic misconduct is suspected.
- 5.1.8 The report having the considerations mentioned above, shall be forwarded to the respective course co-ordinator who in turn forwards it to the Disciplinary Committee.

5.1.9 The Disciplinary Committee shall evaluate the plagiarised submission and may take one of the following decisions:

- In case of minor plagiarism, the course participants will be assessed on the content which has not been plagiarised, even if this poses a risk for the course participant to fail the assessment.
- In case of minor plagiarism, the Disciplinary Committee may issue a warning.
- Give a '0/F' for the assessment only.
- Give a '0/F' mark for the entire module.
- Ask the course participant to resit the assessment, in such cases the highest mark that may be obtained is the pass mark (45/D).
- In case of 'b' and 'c' above, the Committee may also decide not to give the course participants the opportunity to sit for a resit, even if this may hinder progression or graduation.
- Recommend a lower classification of results than mathematically achieved.
- Temporarily or permanently dismiss the course participant from the IfE.
- Not to award the certificate / degree, when such cases are found upon final assessments.

5.1.10 The Committee may take any decisions outlined above, in cases of repeated cases of plagiarism.

5.1.11 The Committee may ask the course participant to attend an interview through any stage outlined in the above procedures.

## 5.2 Decisions of the Disciplinary Committee

5.2.1 The Decisions of the Disciplinary committee shall be communicated via an official e-mail / letter which stipulates the following:

- Give a description of the case indicating what is wrong and why it is wrong.
- Give direction to the course participants towards addressing the issue.
- Remind course participants their work may be discussed with their lecturer / tutor when in doubt.
- Remind Course participants that they have multiple uploads on Turnitin prior to final submission.
- State the decision taken by the Committee.
- Inform course participants of other sanctions in the eventuality of further breaches, if applicable.
- Inform course participants of their rights of Academic Appeal as per the [Appeals Policy and Procedures](#)

## 6 Appeals

6.1 Course participants who are found guilty of academic dishonesty may appeal the decision taken by the Disciplinary Committee. It is the responsibility of the course participant to prove that there has been a serious miscarriage of justice or that the penalty imposed is disproportionate to the offence. The course participant may ask one representative to accompany him. Further information regarding appeals can be found in the IfE's [Appeals Policy and Procedures](#).

## 7 Relevant documents

- [Appeals Policy and Procedures](#)

## 8 Version history

Originator	Version	Date	Changes Done
QA Dept.	1.0	22/12/2017	Initial Release
QA Dept.	1.1	05/03/2019	Updated cover sheet. Hyperlinked Appeals Form
QA Dept.	1.2	07/07/2020	Updated articles 1, 2, 4.2.1, 5 and 6
QA Dept.	1.3	26/10/2020	Updated articles 6
QA Dept.	1.4	26/01/2021	Updated articles 2.2 and 5
QA Dept.	1.5	12/04/2023	Updated article 2.2 Gender mainstreaming of the policy
QA Dept.	1.6	24/04/2024	Updated links