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IHGS Plagiarism Policy

Definition

Derived from the Latin word *plagiarus*, meaning 'a kidnapper, plagiarism can be defined most simply as the 'presentation of someone else's thoughts or words as your own'.

Types

Deliberate plagiarism is an act of deceit arising from a conscious attempt to pass off a third party's output as original work

Unintentional plagiarism typically occurs where insufficient attention is paid to basic research disciplines. Examples include, *inter alia*, failure to record sources of information when note-taking and close paraphrasing the ideas of others without due acknowledgement.

Context

IHGS recognises that those courses requiring the submission of written reports for assessment, demand a level of academic thought to which some students may be unaccustomed. In these circumstances, it may be tempting, either to duplicate, or closely paraphrase, words they feel unable to express more eloquently.

However, it is stressed that assignment tasks requiring reference to external sources are not designed as exercises in 'cutting and pasting' but, rather, provide an opportunity to consider third party thought as a basis for development and articulation of personal opinions, as well as to reinforce the key learning points of the associated lectures or modules.

Policy statement

Plagiarism in any form, whether deliberate or unintentional, offends the high academic standards upon which the reputation of IHGS has been built.

Accordingly, all work submitted for assessment should clearly acknowledge and reference any words or images that do not represent a student's original thought.

Where clear evidence of plagiarism is found, penalties range from cautionary guidance or a downgrade of marks in the first instance to outright failure of a particular assignment or course of study, where repeat offences show disregard for the intellectual property rights of others.

Avoidance

Plagiarism can be avoided by adopting the following simple disciplines:

- Adhering to the detailed guidelines provided separately for citing third party sources. This is available through the forum or through the website, https://www.ihgs.ac.uk/_resources/sources-and-citations.pdf
- Highlighting the exact words of another person as a direct quotation in written reports
- Ensuring that close paraphrasing of a third party's words or ideas is specifically acknowledged
- Citing the source of any visual media used to enhance a written report.
- Applying close attention to recording original sources consulted during research.
- Seeking guidance from a member of the IHGS tutorial team where there is room for doubt.

Contact

We are happy to discuss any questions students may have regarding the policy. Students should contact either their personnel tutor or the registrar, registrar@ihgs.ac.uk.

MEMBERS OF THE COURT OF TRUSTEES:

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