

Plagiarism and Procedures for dealing with it

Definition of Plagiarism

Plagiarism is defined as:

- Copying of another person's ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citation in written or practical assignments.
- Using text documentation that is not reflected in the referencing of an assignment.

YSA approach to Plagiarism

YSA take plagiarism seriously and are committed to teaching learners how to be ethical users of information and ideas. YSA is responsible not only to educate learners in the research process and mechanics of writing proper documentation, but also to hold those learners accountable for honest work. Whether an assignment or project is in a visual, written or spoken format, learners are expected to accurately reference all sources of information. Plagiarism is regarded as a serious offence and will not be tolerated by YSA. It is the expectation that all tutors, assessors and learners will adhere to and enforce this policy.

Responsibilities of tutors and assessors

Assessors should provide the following:

- An assignment sheet with detailed instructions as part of the planning process.
- An action plan outlining assessment at all points of the process and for the final portfolio.
- Clear guidelines regarding acceptable amounts of help from peers or other

sources. Assessors are responsible for:

- Assisting students who have difficulties in the location and evaluation of information.
- Advising students in how to manage time and deadlines throughout the research process.
- Advising students on the formatting and composing of an assignment.

Responsibilities of learners

Learners will be expected to:

- Submit authentic work.
- Follow the research guidance and assignment instructions given by the tutor.

YOGA SATSANGA ASHRAM

- Ask questions and seek advice from appropriate persons (tutors, assessors, peer group, etc)
but not use their work as their own.

YOGA SATSANGA ASHRAM

- Cite all sources correctly and accurately in all assignments.

Procedure

If a tutor/assessor has sufficient reason to believe that a student has plagiarized, they must determine the level of plagiarism following the guidance set out below. Inform relevant persons (eg course leader).

Levels of Plagiarism

Plagiarism committed by accident is still considered an offence, however a basic level of occurrence of plagiarism can be due to a lack of knowledge of how to reference and the simple mistake of new learners who are unsure of how to express information in their own words. In this case, the tutor/assessor should:

1. Use Professional Discussion (PD) and Question and Answer (Q+A) to ascertain the learner's knowledge of referencing. Give instruction on how to reference so it is clear to the learner when citing another's work.
2. When satisfied that the student understands all issues of plagiarism, require that the original work is re-done in the learner's own words or with appropriate references. Fully documented PD and Q+A may be used as evidence for assessment.
3. Give a verbal warning that should this happen again, it will be dealt with more seriously.
4. Make notes of this discussion and place in student's records and inform relevant persons of action.

More serious cases of plagiarism may arise due to poor time management when meeting deadlines and the tutor/assessor should consider the need for Special Considerations (SC) in such circumstances. However, it can also be a deliberate act to avoid the required levels of research and study.

Students should be informed that this level of plagiarism cannot be tolerated in any circumstances as it seriously risks the YSA's reputation and that no credit can be given for the original assignment. Examples of Plagiarism of this type can include:

- Incorrect or no referencing following instruction in how to reference as above.
- Copying and submitting the work of a fellow or previous student.
- Buying and submitting an assignment from sources such as the Internet.
- Using one or more paragraphs of another's work or ideas as one's own without citation.
- Creating a piece of work by cutting and pasting various documents from a variety of sources without referencing the sources.

In these more serious cases, the tutor/assessor should:

1. Discuss the situation with the students to ascertain their situation and opinion.
2. Inform the student that this will be reported to YSA directors.
3. Report this occurrence to a chosen external mediator (someone identified by YSA)

YOGA SATSANGA ASHRAM

The External mediator should then take responsibility for:

1. Setting up communication between YSA and the student, where the student will be invited to present their reasons.
3. As an outcome of this meeting, the external mediator will recommend actions that will be carried out by the tutor/assessor and learner to restore the standards. These might include:
 - Re-doing the assignment under supervision.
 - Extra observation and questioning.
 - Obtaining witness evidence of good practice for standards.
4. If no remorse is shown or willingness to comply with actions, then the student may be excluded from certification of the units plagiarized and/or withdrawn from the qualification if no units are completed.

The students should be reminded about the Appeals Policy should they feel that they have been treated unfairly.

YSA Responsibilities

YSA Directors cannot tolerate Plagiarism at any level. S/he will:

- Give advice and guidance on the assessment of standards.
- Give advice and guidance on the nature of Plagiarism.
- Manage serious occurrences according to the procedures above.
- Keep records of Plagiarism and actions for scrutiny by external verifiers (eg Accrediting body)

Any cases of plagiarism or suspected plagiarism will be discussed with YSA's accrediting body.