

## **What needs to be in a policy for managing plagiarism?**

*Note: these suggestions are derived from the holistic approach to managing student plagiarism. To see all the aspects in full, see the Audit document on the website (seminar 1).*

### **1. A statement of values and underpinning beliefs.**

This answers questions such as: why have a policy? What is important in how students create their examination work? What beliefs and values underpin academic work? What shared values underpin research, publication and collaboration within universities? Why managing plagiarism is important.

### **2. Defining and explaining terms**

This needs to be done in easy-to-understand language, to address students directly, to set rules and expectations within a university study context, and to use neutral language which describes behaviour. It needs examples of acceptable and unacceptable practice as applied in a range of settings and contexts within the university. Care needs to be taken not to stress written submissions only but to ensure examples are drawn from a wide range of examination tasks.

### **3. Students' responsibilities within the policy**

This must list what students should do and only if necessary, say what they should not do. Lists should include responsibilities throughout the student's time of study and not just at the start; at all levels (course, programme and overall university). Students should be told their responsibilities for protecting the integrity of their own work should be explained clearly so as not to threaten valuable collaboration and cooperative learning.

### **4. Teachers' responsibilities under the policy**

These will include responsibilities for course and task design; informing students generally about the policy and specifically about the requirements for a particular examination; for identifying and managing instances of plagiarism; and for ensuring they operate effectively and consistently within the procedures.

### **5. Institutional responsibilities**

These include many aspects of informing; staff development and training; creating and publishing procedures (for reporting cases, for managing cases which are not reported).

Recordkeeping and recordkeeping systems.

Institutions also usually manage software for text-matching and policies need to state how they will be managed and by whom; how students will be informed of their use; what work will be submitted and how this will be done

## **6. How students will be informed about the policy and about plagiarism**

*Generic information:* About the policy, about their responsibilities, about what plagiarism is and about the characteristics of acceptable examination submissions.

*Specific information:* about what the department, course, or individual teacher expects. About a specific task or examination requirement.

## **7. Managing cases**

- Procedures for deciding when to report and when not to report
- Procedures for managing cases that are not reported within departments
- Criteria for deciding if cases can be managed within the course by the course teacher alone

## **8. Monitoring and evaluating the policy in action**

- How data will be collected, analysed and evaluated
- How the university will use and reflect upon the experiences of teachers, students and others in implementing the policy
- How lessons learned from operating the policy will feedback into university decisions and operations.