



NCH Diploma Plagiarism Policy

DEFINITION

1. Plagiarism is the incorporation on the part of one person of another person's or body's work of unacknowledged quotation, paraphrase, imitation or other device in a way which suggests that it is that person's original work. Such unacknowledged use counts as plagiarism, whether it is intentional or unintentional.

INFORMATION AVAILABLE TO STUDENTS

2. NCH students are given adequate information about what constitutes plagiarism, how to avoid it and the repercussions of committing the offence.
3. Information on the subject and instruction on how to reference correctly can be found on the NCH Student website (<https://www.nchum.org/students/your-studies>). Students additionally have access to information on the relevant awarding body's website and through their student portal. Plagiarism is also briefly referred to in the College's Terms and Conditions.

EXAMPLES OF DIFFERENT FORMS OF PLAGIARISM

4. **Intentional:** Deliberate omission or concealment of sources.
5. **Unintentional:** Unintended insufficient acknowledgment of works used (for example, mentioning a work heavily relied upon in the body of an essay only in the essay's bibliography).

DETECTING PLAGIARISM

6. NCH staff will, if they detect plagiarism, use Turnitin, a plagiarism software.

PROCEDURE IF PLAGIARISM IS DETECTED

7. Make the situation known to the Head of Faculty and the Registrar.
8. Arrange a meeting with the student/s involved, along with the Head of Faculty. This should be done as soon as possible.
9. The student(s) should be made clearly aware of why the meeting has been called and the seriousness of the case. Upon conclusion of the meeting, a formal record of it should be written. The report should be uploaded onto the student's Highrise page as a private note for the staff members involved, the Registrar and the Student Support Administrator.

PENALTIES AND SANCTIONS

10. Any student found to have engaged in plagiarism will be sanctioned.
11. In the case of **summative** work for the NCH Diploma, students will not be given the opportunity to re-submit the work in question. This is to ensure fairness to fellow students. The assignment will receive a lower mark in proportion to the severity of the plagiarism.
12. In the case of **formative** work, the relevant academic may ask the student to re-submit the assignment. In cases of intentional plagiarism, the student will not be given the opportunity to re-submit. Repeat cases of plagiarism for non-assessed work will not be tolerated and will incur a heavier sanction.
13. For repeat offences of plagiarism, heavier sanctions of module failure, partial suspension or even expulsion from the College will be imposed. This decision will be subject to a Misconduct Hearing. The Master of the College will make the final decision.

FACTORS TO BE CONSIDERED AT A MISCONDUCT HEARING

14. These include:
 - 14.1. Severity of the case
 - 14.2. Whether the plagiarism is intentional or not
 - 14.3. Year of study
 - 14.4. Type of assignment/examination concerned
 - 14.5. If the case is a repeat offence
 - 14.6. Mitigating circumstances

DEGREE EXAMINATIONS

15. Students will be subject to the scrutiny of the relevant awarding body regarding their degree subjects and examinations.
16. Students found to have cheated or plagiarised works during the examinations will be subject to the sanctions imposed by the relevant awarding body.

Title	Plagiarism Policy	Author	Student Support Office
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Related policies			