

## **Cheating and Plagiarism**

### **Cheating**

This leaflet explains the university regulations for cases of suspected cheating. It is intended as an outline only; more detailed information can be found under 'Support and Information' in the rules and regulations section which you can access on ShuSpace.

If you are accused of cheating you should seek advice immediately. Please see the end of this section for details of whom you can contact.

### **WHAT DO THE TERMS MEAN?**

#### **Plagiarism**

Where a student(s) includes in his/her own work a substantial unacknowledged portion of someone else's material. Examples include:

- the inclusion of several sentences or more from another person's work which has not been referenced in accordance with SHU conventions on academic referencing and citation.
- the summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement
- the substantial and unauthorised use of ideas of another person without acknowledgment of the source.
- copying the work of another student e.g. computer programs, designs, experiment results.

#### **Self- Plagiarism**

This where a student uses his/her previous coursework that was originally completed and submitted by the student and resubmitted for another purpose, without acknowledgement of this, unless resubmission is allowed.

## **Irregular behaviour relating to examinations**

Examples include:

- obtaining a copy of an 'unseen' written examination paper
- taking unauthorised material/equipment into the examination room
- communicating or trying to communicate with another student during an examination
- reading or trying to read other candidates' examination scripts
- using non permitted electronically stored information e.g. on a mobile phone

## **Collusion**

Undertaking work with others, without acknowledgement. This includes knowingly permitting another student to copy all or part of your work to be submitted as that student's own unaided work.

## **Falsifying data**

Presenting data in laboratory reports, project, dissertations etc based on experimental/experiential work which the student claims to have carried out but which he/she invented or obtained by unfair means.

## **Impersonation**

Behaviour leading to the assumption by one person of the identity of another person with the intent to deceive or to gain unfair advantage.

## **Dishonest Practice**

Any form of dishonest practice not specifically identified by the above definitions. e.g. actual or attempted bribery.

**NB. Groupwork** If cheating is suspected in groupwork and it cannot be established which individual is responsible; the whole group will be deemed responsible, provided that there is sufficient evidence to substantiate the allegations on the balance of probability.

## **WHAT CAN I DO IF I'M ACCUSED OF CHEATING?**

- Seek advice from the Advice Centre as soon as possible
- Prepare your response to the allegations by drafting a statement
- Get together any evidence to support your case
- If you have cheated, it is advisable to admit to it
- Take along a friend or member of the Students' Union to your meeting

NB. If you are unable to attend any meeting or you choose not to participate in the proceedings, the meeting may proceed without you. If you are unable to attend a meeting, you can submit in advance to the panel a written account of events or other comments for them to consider.

## **HOW DO THE PANEL DECIDE UPON A PENALTY?**

The Academic Conduct Panel will assess the seriousness by considering:

### **Level of study-**

acts occurring at levels 5 and 6 of undergraduate work and at postgraduate level will normally be considered to be more serious than those occurring at level 4 of undergraduate work

### **Previous learning background**

for example, students who have studied overseas they will look at whether the student is familiar with current UK and Sheffield Hallam University academic conventions and expectations.

### **Intent**

an act which is planned in advance will normally be considered more serious than one which is committed on the spur of the moment

### **Extent of cheating**

for example the plagiarism of several pages of text, as opposed to a few sentences. An act which is sustained and/or repetitive will normally be considered more serious than an act which is committed on a single occasion.

### **Previous history of cheating**

repeated acts of cheating will be considered more serious than an initial instance.

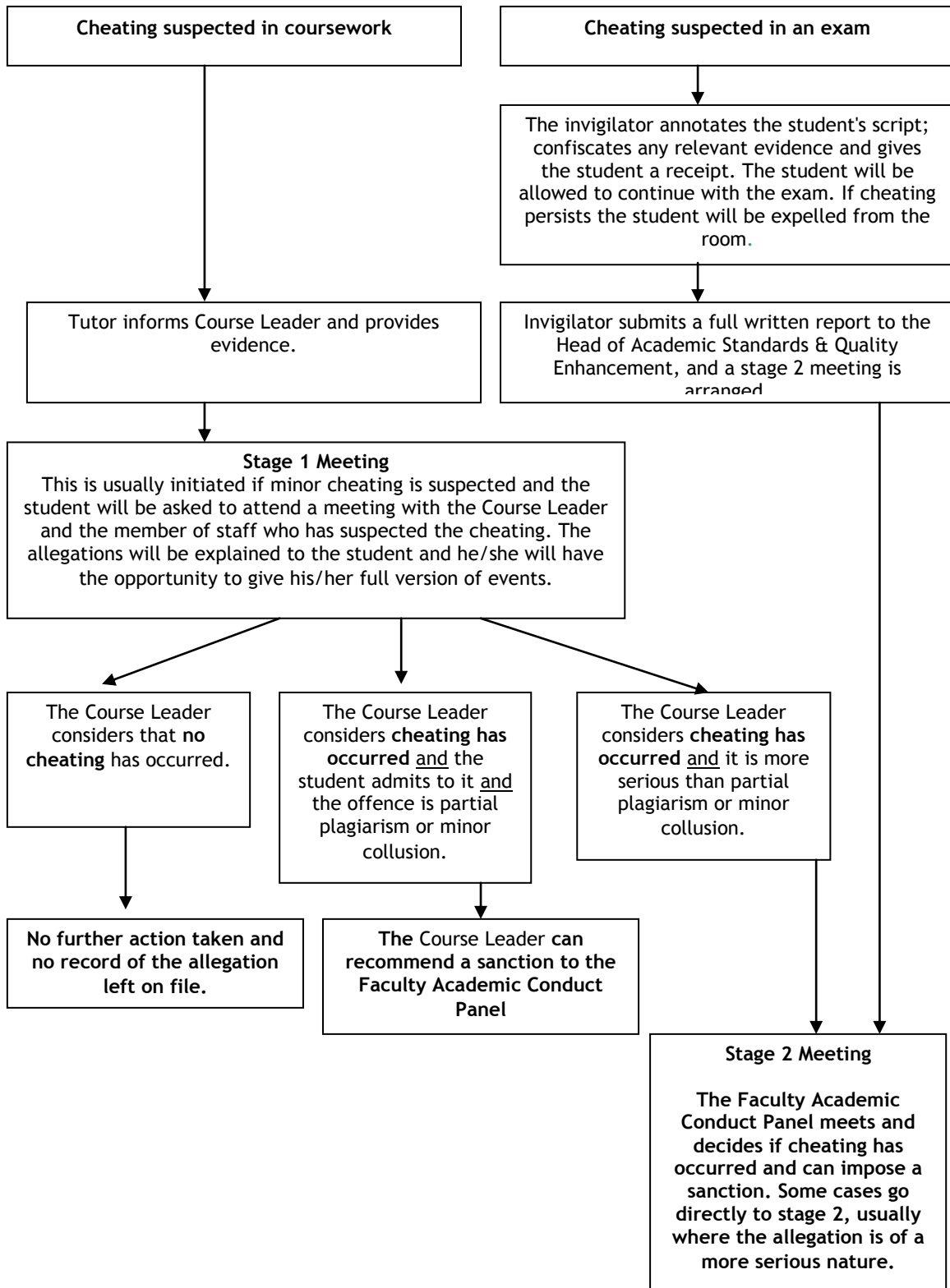
### **Impact on other students**

an act which has an adverse effect on the standing or well-being of another student(s) will be considered more serious than an act which affects only the person cheating.

### **Whether theft or falsification was involved.**

it is more serious to steal someone else's work without their knowledge or to falsify results rather than to obtain results from someone else with their agreement but without acknowledgement

## What are the university procedures?



## **WHAT ARE THE SANCTIONS**

### **At Stage 1:**

- 1) A warning (*the original mark will stand*)
- 2) Resubmit the assessed work for the assessment task affected by cheating (i.e. the coursework of the same title and content but with parts that have been plagiarised or where collusion has taken place removed or corrected) and the resubmitted work is uncapped (*the first mark becomes void and the second mark is recorded*)
- 3) Submit a new piece of work (i.e. normally after a different title requiring different content has been set) for the assessment task affected by cheating, and the new work receives an uncapped mark (*the first mark becomes void and the second mark is recorded*)
- 4) Resubmit the assessed work for the assessment task affected by cheating (i.e. coursework of the same title and content but with parts that have been plagiarised or where collusion has taken place removed or corrected) however, the resubmitted work receives a capped mark (*the first mark becomes void and the second mark is capped at 40*)
- 5) Submit a new piece of work (i.e. normally a different title is set requiring different content) for the assessment task affected by cheating, and the new work receives a capped mark (*the first mark becomes void and the second mark is capped at 40*)

### **Stage 2:**

Any sanction available at stage 1 (see sanctions 1-5 above) plus; a mark of zero, right through to the removal from the course

## **CAN I APPEAL?**

**Yes.** At stages one and two you can appeal but it must be on one or more of the grounds specified in the Appeals procedures. Please see the Appeals leaflet for further information. You must appeal within 10 working days of receiving the decision.

If you want to appeal after stage 2, you can apply to the Office of the Independent Adjudicator (OIA) to consider your case. This must be done within 3 months after exhausting the appeals procedure at stages 1 and 2. The OIA operates an independent student complaints scheme, and there is no charge. You must apply using a Scheme Application Form, which is available from:

## **Office of the Independent Adjudicator**

Fifth Floor

Thames Tower, Station Road

Reading RG1 1IX

Tel: 0118 959 9813

[www.oiahe.org.uk](http://www.oiahe.org.uk)

## **CONTACTS**

### **Student & Learning Services**

Sheffield Hallam University

City Campus:

5<sup>th</sup> Floor, Owen Building

Tel: 0114 225 3813

Collegiate Crescent Campus:

Heart of the Campus

Tel: 0114 225 2491

Minicom: 0114 225 3964

Email: [guidance@shu.ac.uk](mailto:guidance@shu.ac.uk)