



IJN COLLEGE

POLICY & PROCEDURE

TITLE: **CHEATING AND PLAGIARISM**


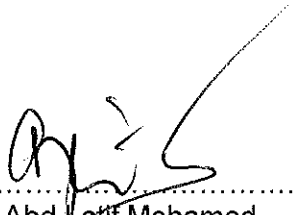
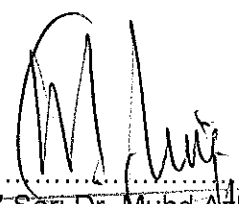
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Amendment List

Date	Description of changes	Requested by Name and designation	Approved by Name and designation

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1.0 Objective

- 1.1 To inform students on the types of cheating and plagiarism
- 1.2 To inform students on the penalties should they be found cheating or plagiarising

2.0 Scope

- 2.1 All students

3.0 Definition / Abbreviation

- 3.1 Cheating - Inventive and creative strategies to get through an examination.
- 3.2 Copying – Reproduction or duplicating original information.
- 3.3 Void – Invalid

4.0 Policy and Procedures

- a) Students shall not cheat nor attempt to cheat in any assessment, nor shall a person whether a student or otherwise, do anything to assist another student to cheat.
- b) Cheating includes plagiarism, any of the following acts shall be regarded as acts of plagiarism:
 - i. Copying the work of another student;
 - ii. Directly copying any part of another person's work without appropriate acknowledgement;
 - iii. Summarizing another person's work without appropriate acknowledgement;
 - iv. Using or developing an idea or report derived from another person's work without appropriate acknowledgement;
 - v. Using experimental results obtained by another person without appropriate acknowledgement;
 - vi. Submitting work developed jointly with another student without acknowledging the fact.

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4.2 Penalties

- a) A student who cheats is liable to receive reduced or zero marks for the assessment or end of semester written examination, a failing grade for the subject(s) or void results, and suspension or expelled permanently from college.
- b) A student guilty of a second offence of the same kind shall be permanently expelled from college.
- c) The penalty for cheating in an assessment other than an examination shall be determined by the Examination Committee. The student shall receive either a reduced or zero marks for the assessment.
- d) Cheating constitutes to academic misconduct. If the determination is made by the Board of Academic penalties such as suspension or termination from college may ordinarily be imposed.
- e) Any penalty imposed on to the student under academic misconduct shall be recorded in the student's academic record.

5.0 Reference

6.0 Responsibility

6.1 All students

7.0 Related Documents

7.1 Student Handbook