

ANTI-PLAGIARISM CHARTER & REGULATIONS

IMPORTANCE OF AN "INSTITUTION-TUTOR-STUDENT" AGREEMENT

In order to promote rules to prevent plagiarism and procedures to adopt in the event of fraud, it is first essential to be proactive by way of the institution's own ethical conduct code. Students are less likely to be tempted to cheat if they are subject to an Ethics Code or have signed an academic integrity statement.

We recommend either integrating Compilatio.net services into your charter or adding a paragraph to your internal regulations with the goal of:

- protecting the institution from difficult cases of plagiarism;
- supporting tutors in their assessment processes;
- sensitising, informing and encouraging students to take responsibility for their actions.

SAMPLE CHARTER PLAN:

INTRODUCTION:

- Description of work to which the regulations apply (presentations, written tests, essays, dissertations etc.);
- Reminder of the individual character of student work;
- Reminder of disciplinary penalties for any rule violation.

1. CHEATING AND PLAGIARISM: REMINDER OF UNACCEPTABLE BEHAVIOUR:

- **What is cheating:** *"Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise"* (Pavela, 1978)
 - Exchange of documents;
 - Falsification and substitution of documents;
 - Theft of items and documents intended for teaching staff;
 - Use of prohibited items (cheat sheet, mobile phone, MP3 player etc.);
 - Networking with fraudulent intent (Facebook, Twitter, etc.);
 - Creation of fictional theories, authors or publications, etc.;
 - Identity theft.
- **What is plagiarism:** *"Deliberate adoption or reproduction of ideas or words [...] of another person as one's own without acknowledgement"* (Pavela, 1978)
 - Forgetting to reference borrowed material (extracts, theories, websites, articles, dissertations, images, tables, graphics etc.);
 - Paraphrasing another author's ideas without citing the source of inspiration;
 - Complete or partial translation of a foreign publication without giving the source;
 - Appropriation of pre-prepared work, bought over the Internet;
 - Fraudulent use of other students' work;
 - Self-plagiarism (presenting work already assessed in different years, subjects or academic institutions).

2. ESTABLISHING ACTIONS WITHIN THE INSTITUTION TO REGULATE ACADEMIC INTEGRITY:

- **Institution:** training students in citation and bibliographical methodology; devising internal regulations; acquiring plagiarism control tools (Compilatio.net) as a means of rewarding the most conscientious students.
- **Tutors:** close monitoring of essays and dissertations; systematic checks for plagiarism in assessments with Compilatio Magister; impartial marking; oral assessment.
- **Students:** signing the ethics code; using Compilatio.net to check academic quality before every assessment.

3. PROCEDURES AND PENALTIES IN CASES OF PLAGIARISM: *(suggested method)*

- **Before final assessment:** student summoned by their tutor for an informal explanation, with sources and evidence to hand;
- **After final assessment: immediate** referral to the chair of the governing body and to the administration;
- **Seizure of documents** or other items providing proof of premeditation;
- **Supporting evidence:** websites, documents, publications likely to have been used;
- **Drafting of a report;**
- **Reporting to the chair of the governing body**, who calls a meeting of the disciplinary committee, who reach a final judgement;
- **Scale of penalties according to the seriousness of the offence:**
 - Rewriting work within a given time period;
 - Awarding zero marks;
 - Referring the student to a disciplinary hearing;
 - Cancellation of the test, with or without resit;
 - Repeating the study year or temporary suspension;
 - Permanent exclusion, fine and 5-year ban on enrolment for academic qualifications.

4. COMPLIANCE WITH EXAMINATION AND ASSESSMENT CONDITIONS:

- Attending citation and bibliographical methodology classes;
- Following tutorial advice;
- Use of materials and sources authorised by the institution;
- Obligatory justification for late submission (in case of force majeure, medical certificate, etc.);
- Respect for rules during examinations (movement, anonymous copy, submission of proof of identity, etc.).

CONTACT US

Tel +33 (0)4 50 69 42 75
Fax +33 (0)4 57 41 01 29
@ contact@compilatio.net
www.compilatio.net

COMPILATIO.NET
276, Rue du Mont-Blanc - ZAC d'Orsan
74540 Saint-Félix - France

