



Plagiarism Policy



Core Documentation Cover Page					
<h1>Plagiarism Policy</h1>					
Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Bef. Aug 2012 Academic Council	To provide a policy for students is to be followed by all students at the British UCO of Osteopathy (UCO) when completing coursework.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Aug 2013
V1.0	Aug 2013 N/A	Annual Review No Changes	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Aug 2014
V2.0	Aug 2014 PRAG Chair	Annual Review Administrative Amendment to reflect current staff and policy titles.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Aug 2016
V3.0	Sep 2016 Academic Council	Biennial Review Major Amendment to reflect current practice.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018
V4.0	Aug 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	Academic Registrar	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Sep 2018
Equality Impact					
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)					
Neutral equality impact (i.e. no significant effect)					X
Negative equality impact (i.e. increasing inequalities)					
If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk					

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CONTENTS

1. Scope.....	4
2. Plagiarism Policy.....	4

1. SCOPE

- 1.1 This policy regarding plagiarism is to be followed by all students at the University College of Osteopathy (UCO) when completing coursework.

2. PLAGIARISM POLICY

- 2.1 Work you produce at the UCO should always be in your own words or images and should make use of your own ideas, results and experiences. You must always reference the source of copied or paraphrased material, whether a book, journal, newspaper or the Internet.
- 2.2 The UCO's Academic Council has agreed the following definition of plagiarism:
"Plagiarism is the presentation of another person's thoughts, writings, and inventions as one's own. It includes the incorporation of another person's work from published or unpublished sources, without indicating that the material is derived from those sources".
- 2.3 All assessments and examinations are designed to be completed individually, or in specified groups. You may discuss problems in general; you may help each other by discussing solutions and strategies. If plagiarism is suspected by a member of staff, they will inform the relevant Unit Leader and an investigation will be undertaken. If the plagiarism is proven then the matter will be handled in accordance with the UCO's Academic Discipline Policy and Procedure.
- 2.4 The UCO believes that it is plagiarism to:
- Submit another person's work as your own (with or without modification of detail).
 - Allow another to take your work with the intent to misrepresent authorship; you must take reasonable steps to protect and secure your work.
- 2.5 It is NOT plagiarism to use another person's work with permission and give clear and explicit acknowledgement. However no credit in the marking of your work will be allocated for this.
- 2.6 Work emailed to Registry will only be accepted from FirstClass accounts. If work is emailed from a FirstClass account this will be viewed as your declaring that the work contained therein is your own.
- 2.7 If work is submitted through the UCO virtual learning environment (BONE), this will be viewed as your declaring that the work contained therein is your own.
- 2.8 If you collaborate with another student on assessed in-course work, the final submitted document must be entirely your own work - you must not write pieces of work together.