



## PLAGIARISM POLICY

<b>Policy:</b>	<b>Plagiarism</b>
<b>Approved By:</b>	<b>Board of Trustees</b>
<b>Approval Date:</b>	19.04.2018
<b>Next review Date:</b>	17.03.2019
<b>Policy Holder:</b>	<b>IBTI</b>

### 1. Introduction

The International Bible Training Institute (IBTI) recognises that plagiarism and other forms of cheating are serious offences of educational process and violate the Biblical principles of speaking and acting in truth and integrity.

### 2. Location of the policy

The college will ensure that the policy is available to all students and staff and will also be on the IBTI website: [www.ibti.org.uk](http://www.ibti.org.uk).

### 3. Definition

Plagiarism is using someone else's words or even ideas (source) in writing, as if the words or ideas were one's own, without giving that person credit. Credit is given by acknowledgement to the original source following one of the well-established referencing methods. The IBTI instructs its students on how to use the Oxford referencing system.

In practice, plagiarism is any of the following (without giving acknowledgement to the original source in the main text, and in footnotes/endnotes and bibliography):

- Copying a paragraph word for word from a source.
- Copying a paragraph and making small changes - e.g. replacing a few verbs, replacing an adjective with a synonym.
- Cutting and pasting a paragraph by using sentences of the original but omitting one or two and putting one or two in a different order, no quotation marks.
- Composing a paragraph by taking short phrases from a number of sources and putting them together using words of your own to make a coherent whole.
- Paraphrasing a paragraph by rewriting with substantial changes in language and organisation.
- Using text downloaded from the Internet without acknowledging your sources or seeking permission.
- Using statistics from another source or person without acknowledging your sources or seeking permission.



- Copying from the essays or the notes of another student.
- Downloading or copying pictures, photographs, or diagrams without acknowledging your sources or seeking permission.
- Using an essay that you wrote for another module / course without getting permission from the establishment / teacher for which the original work was done. This is self-plagiarism.

There are other ways of plagiarising which are not included in this list.

#### 4. Statement

All written assignments submitted must be accompanied by a signed and dated plagiarism statement which will contain the following wording.

*“This assignment is the result of my own independent research and written in my own words, except where otherwise stated. When using/quoting other sources (books, study Bibles, websites...etc...) they are acknowledged by footnotes giving explicit references. A bibliography of all sources is also included below.”*

#### 5. Penalties

- **Incorrect referencing**

Any assignment not referenced properly will be marked down in an appropriate way at the discretion of the assessor.

- **Plagiarism**

- a) On the first offence, the assessor will privately instruct the student as to the nature and seriousness of the problem and require the student to rewrite the assignment. Also the student will be required to write a letter detailing the offence and accepting culpability, to be kept on file with the Academic department. On this occasion, there will be no repercussions on the student’s studies. If the student does not incur another plagiaristic offence, the college may decide to remove the record from his/her folder.
- b) The second offence will result in failing the subject for which the assignment was written and another letter must be written by the student detailing the first and second offence and accepting culpability, to be kept on file in the Academic department.
- c) The third offence will be considered by the Academic Committee whose decision will be final and may include failure of the course or expulsion.

- **Other Forms of Cheating**

Any other forms of cheating will be dealt with in the same manner as described above from steps a) to c).

#### 6. Mechanisms for Feedback

Constructive comment for the continued improvement of this policy is welcomed and should be forwarded to the Administrator at [admin@ibti.org.uk](mailto:admin@ibti.org.uk).

