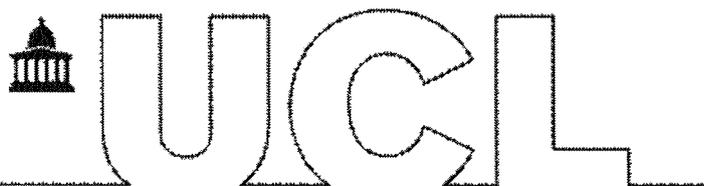


## UCL DEPARTMENT OF COMPUTER SCIENCE



### **Guidelines to clarify issues around coursework and plagiarism (agreed at the Teaching Committee meeting held on 17 September 2008)**

**For Lecturers and Students. All student coursework must be clearly described as one of the following three types:**

1. "Collaborative" - preferably worth no more than 1%, and definitely no more than 5%, of the total marks for the module.

- Students are not obliged to acknowledge the source for any submitted formative coursework.
- Students cannot be charged with plagiarism on formative coursework because they are specifically permitted to collaborate.

2. "Individual" - the assessment weighting can be substantial, and should reflect how well the coursework assesses the student's ability in the subject area.

- Students are expected to work entirely alone or with collaborators clearly identified at the time of submission.
- Coursework must be submitted - either by hand or electronically as directed by the lecturer - with a signed coursework/plagiarism statement coversheet.
- If N students submit work that is declared to be in collaboration, each will receive the mark for the coursework divided by N.
- If a student submits somebody else's work as though it were their own, intentionally or unintentionally, they will be charged with plagiarism.

3. "Group"

- Students are specifically permitted to collaborate within the group. If a student presents as his or her own work (e.g. in an individual report) material that has been copied from another student within the group then the appropriate response will be to apply a mark penalty.
- The group must not collaborate with other groups and must not plagiarize material from outside the group.
- Coursework must be submitted - either by hand or electronically as directed by the lecturer - with a signed coursework/plagiarism statement coversheet.
- If a group submits somebody else's work (from outside the group) as though it were their own, intentionally or unintentionally, they will be charged collectively with plagiarism.

#### **For Lecturers:**

Lecturers are permitted to deal with trivial plagiarism simply by deducting marks

(preferably just giving a mark of zero). However, if a student complains or appeals the formal plagiarism process can be activated.

Lecturers are reminded that:

- copying is not necessarily plagiarism - it is only plagiarism if the student fails to declare where the work was copied from.
- similarity is not necessarily copying from other students, since students often use similar "recipes" that they have been taught or there may be a limited number of ways a solution can be constructed.

### **For students:**

Students often regurgitate material given in a lecture, which leads to many students submitting work that is very similar. This is itself a form of plagiarism - the students are plagiarising the lecturer's material.

For Individual and Group coursework students are therefore advised that it is in their own best interests to disclose the source of **all** material that is not the result of their own original thought. For the avoidance of doubt, this includes even the most standard or basic material from demonstrators, lecturers, lecture notes, handouts, and so on. A complete listing of all such material and the source of each (or an acknowledgment that it is not the student's own, if the source cannot be remembered) should be given.

It is very important to also declare whether proof-readers have been used to improve the English of a coursework submission. If this has been declared, then a charge of plagiarism cannot be applied for the use of a proof-reader.

**[Students should note the difference between a proof-reader (who marks up a script to show where errors exist, but does NOT write a correct version) and a report-writing service. The latter is strictly prohibited.]**

### **Additional matters agreed during the Teaching Committee Meeting:**

- **The category of each coursework must be clearly labeled on the cover sheet.**
- **Any appeal against a mark reduction by the lecturer for "trivial" plagiarism must be within 2 working weeks.**
- **Online submissions of coursework still need a cover sheet to be submitted to the departmental office**