



Oxford Prospects Programmes

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Cheating and Plagiarism Policy

1. Purpose

OPP strives to uphold intellectual honesty, and to foster the appropriate practices of avoiding poor working practices that might lead to plagiarism in students' work.

1.2 Plagiarism definition

Plagiarism consists of the use of someone else of someone else's material misrepresented as one's own work. Anyone else's material featured in your own work that is intended to be viewed as your own work counts as plagiarism.

This includes:

- Copying an entire essay or paragraph
- Submitting work containing words, phrases, data, or information outside of common knowledge from someone else without properly citing them
- The inclusion of unattributed quotations, from either published, unpublished, primary or secondary sources
- Paraphrasing material without crediting it
- Copying from a friend or colleague
- Unauthorised collaboration with another party

2.1 Cheating

In addition to plagiarism, other forms of cheating are also unacceptable. Unauthorised use of smartphones or computers to look up answers to quizzes or worksheets will also result in penalty.

3.1 Penalties for plagiarism and/or cheating

3.2 If any student is found to be guilty of plagiarism or cheating, appropriate action will be taken which may include the marking down of work, and may lead to said student not receiving their certificate at the end of the course.