



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Skills for the Workplace Programme

Unfair Practice

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



www.uwtsd.ac.uk

What is Plagiarism?

- Plagiarism is the inclusion of someone else's work in your assignment without acknowledging your sources.
- Intentional plagiarism involves deliberately submitting another's work as your own - but it can also be seen as intentional if you fail to cite references for words or ideas from other academic sources.

Examples of Plagiarism

Examples of plagiarism can be:

- Fully quoting someone else's work without placing it in quotation marks or referencing correctly according to your courses specific referencing system. This could even apply to a single sentence.
- Using other material such as diagrams, charts, tables, coding formulae and figures (to name just a few) without providing a reference for that work.
- Presenting someone else's work or ideas in your own words (or paraphrasing) without referencing the original source.
- Copying work from another student and submitting it as your own with or without agreement from that student.
- If you collaborate on work with another student and then work is presented as your own.
(for specific questions on collaboration then please ask your course tutor)

What is Unfair Practice?

13.8 Unfair Practice Procedure

13.8.1 General Principles

- (1) The University will investigate all allegations of unfair practice, in each case implementing a consistent unfair practice procedure.
- (2) It is unfair practice to commit any act, intentional or otherwise, whereby a person may obtain for himself/herself or for another, an unpermitted advantage, which may or may not lead to a higher mark or grade than his/her abilities would otherwise secure.
- (3) A claim that unfair practice is related to the re-use of one's own material which has previously been submitted to the University in any form is no defence, except where such re-use has been explicitly authorised under the regulations.
- (4) A claim that unfair practice has been committed unintentionally or accidentally is no defence.

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13.8.1 (2)

[Academic Quality Handbook 2019-20 Chapter 13](#)

- (i) When a Module Tutor suspects unfair practice other than in an examination - in relation, for example, to assessed coursework, dissertations or theses - the Tutor shall seek to document the evidence of unfair practice as thoroughly as possible.
- (ii) The Module Tutor shall complete the Unfair Practice Investigation Form (Appendix GA6) and submit it to the School Unfair Practice Co-ordinator for further investigation as soon as possible, along with a copy of any relevant evidence.

13.8.3 Initial investigation of allegations of unfair practice

- (1) The School Unfair Practice Co-ordinator shall undertake an investigation into the allegation to determine whether or not there is sufficient evidence of unfair practice to proceed with the allegation.
- (2) In cases where it is difficult to document the evidence of unfair practice (such as when a student is suspected of not having produced the work him/herself), the School Unfair Practice Co-ordinator, may convene an oral examination to determine whether or not there is sufficient evidence of unfair practice to proceed with the allegation.

Keep Calm and Reference!

To avoid the possibility of being accused of Unfair Practice:

Follow the rules on referencing anything you haven't written yourself (workplace examples, reflections) and if in doubt, consult your Tutor for advice!



Image courtesy of <https://www.keepcalm-o-matic.co.uk/>