



# College ESLG

## PLAGIARISM PREVENTION POLICY

### 1. INTRODUCTION

The present policy is designed to ensure the student awareness to avoid plagiarism. The policy foresees the administrative processes when plagiarism is detected.

A student shall be involved in plagiarism misconduct if he/she presents someone else's work as his/her own work.

The academic staff should provide guidance at all times to students on how to reference properly. The academic staff should not remain silent when plagiarism occurs but instead ensure the penalization of the student as per Code of Ethics for Students of College ESLG.

The plagiarism with or without intent remains plagiarism and should be punished in the same form as cheating in the exam.

### 2. EDUCATIONAL AND PUNITIVE GUIDELINES FOR PROFESSORS

College ESLG is committed to preventing plagiarism through education of students rather than detection and punishment of plagiarism offenders.

College ESLG must provide a tutorial course on how to reference the assignments and makes it mandatory for all first year students at both bachelor and master level.

In every assignment delivered by the academic staff a warning of what constitutes plagiarism must be given. The definition of plagiarism must also be given with the warning that plagiarism is equivalent to theft.

The declaration of originality must accompany every assignment and not only the final diploma thesis.

Every academic staff is obliged to use the Penalization Scale of College Policy after detecting the plagiarism.

For bachelor students who are caught in plagiarism, the following penalisations must be used by professors:

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- For plagiarism of up to 10 %, first year and second year students should receive a warning, whereas third year students should receive a cancellation of the grade;
- For plagiarism of up to 20 % first year student receives a cancellation of grade with the opportunity to resubmit the work, whereas the second year students do not enjoy the opportunity to resubmit and must repeat the course. Third year students receive a cancellation of grade, must repeat a course and attend a training on quotations and referencing.

For master students, College ESLG is committed to refer all the cases of plagiarism to disciplinary hearings before the Ethics and Disciplinary Commission.

### 3. ACADEMIC STAFF ANTI-PLAGIARISM RULES

Academic staff must abide by the following rules to prevent plagiarism:

- Discuss with students at the beginning of the semester, before every assignment, and at the end of semester;
- Emphasize the academic integrity policy of College ESLG and always ask students to read the Academic Integrity Policy in the website of the College and read the Code of Ethics for Students;
- Discuss the plagiarism with students by providing case studies of what is acceptable and what is not
- Repeat to students that using and submitting other person's work is punishable and may result in expulsion as the last resort measure;

If the plagiarism has occurred, the academic staff must observe the following guidelines:

- Meet the student and talk about the suspicion of plagiarism;
- Ask the student about his/her version;
- If there is no plagiarism the issue is excused;
- If the plagiarism is confirmed, the academic staff must issue a penalization according to the penalization scale described above;
- If the student is a repeated offender, then the case must be referred to Ethics and Disciplinary Commission;
- If the student denies plagiarism, however, the staff highly suspects that plagiarism has occurred, the case must be referred to Ethics and Disciplinary Commission;



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## 4. PLAGIARISM HEARINGS

If the professor has reasonable grounds to believe that plagiarism misconduct has occurred then he submits all the evidence to the Secretary of College ESLG.

The Secretary of College ESLG represents the College before the Ethics and Disciplinary Committee and submits all the received evidence from the professor.

The professor and other witnesses are summoned to testify in the hearing.

## 5. PENALTIES

Upon hearing the Ethics and Disciplinary Committee can impose one of the sanctions as provided for in the Code of Ethics.

Dr. Visar Hoxha, Dean, **10.02.2017**

*V. Hoxha*

