

# POLICY AND PROCEDURE AGAINST PLAGIARISM

CODE: P031

Policy Owner: Academic Research and Publications Board

Procedure Owner: Chief Operations Officer – Academia and IT Department

## INSTITUTE OF TOURISM STUDIES

The Academic Research and Publications Board (ARPB) issues regulations, directives, and advice on avoiding plagiarism, which is a breach of copyright punishable by law. This policy applies to both academics and students.

The Chief Operating Officer – Academia shall implement this policy and initiate the necessary action in agreement with the ARPB.

Educators and students cannot copy original work in any format (text, image, video, etc.) and reproduce it without prior written permission from the author/creator. Any original creation is automatically covered by copyright in terms of Maltese Legislation. Educators and students are encouraged to seek resources that are covered by Creative Commons Licences ([www.creativecommons.org](http://www.creativecommons.org)), which are more flexible than copyright. Referencing and quoting in academic writing is not regarded as violation of the copyright law or plagiarism if done with full credit to the author/source.

### **Implementation:**

The ARPB and the Institute's IT Department (for technical purposes) are the owners of the anti-plagiarism checking software used by ITS i.e., Turnitin.

All assessment work submitted by both full-time and part-time students from MQF Level 5 and upper shall be checked with Turnitin. It is the duty of the academics to implement this check and alert the ARPB and the Chief Operating Officer – Academia in cases of major plagiarism offenses.

Academics and students shall be made aware of this policy via ITS's website, ITS's Rules and Regulations and other relevant communication campaigns and channels.

Academics shall inform their students to submit their assignment through the anti-plagiarism checker. The guiding maximum score allowed is **15 % excluding direct quotations and references (the bibliography)**.

Any allegation or suspicion of plagiarism or academic misconduct by students shall be investigated by the ARPB and the resulting report shall be submitted to the Chief Operating Officer – Academia for the necessary disciplinary action to be taken in terms of the applicable ITS rules, regulations, and policies. Academic misconduct by ITS academic staff in terms of this policy shall also be sanctioned in terms of the applicable rules, regulations, and policies. The ARPB shall declare the offences related to plagiarism, cheating, and intellectual property as being a minor or a major offence. If deemed necessary by ITS Management, the Malta Police shall be informed in cases of major offenses.

In case of a higher similarity index percentage, the ARPB shall review the similarity report and decide whether the work should still be corrected. If there are grounds for plagiarism, the Chief Operating Officer – Academia shall be notified for the necessary disciplinary action to be taken.

As disciplinary action, students found guilty of plagiarism can be suspended, be issued a written warning (according to one of the above sanctions) for that academic year or be expelled from the Institute of Tourism Studies.

As disciplinary action, academics found guilty of plagiarism shall be sanctioned according to the provisions of the Collective Agreement for Academics and/or applicable regulations.

Extremely serious plagiarism offences in breach of the Laws of Malta and EU Legislation could result in police action.

### **Definitions:**

**Academic misconduct** is any action which gains, attempts to gain, or assists others in gaining or attempting to gain unfair academic advantage. It includes plagiarism, collusion, contract cheating, and fabrication of data as well as the possession of unauthorised materials during an examination.

**Cheating** occurs when a student attempts to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy, or unfair. It misrepresents the student's knowledge and abilities and undermines the academic's ability to assess the student honestly and fairly.

**Copyright** is the rightful ownership of any creative work by its creator or rights holder with restricted rights, unless expressly given by the creator or rights holder.

**Intellectual Property** is a wider definition of copyright as it covers all product of the intellect i.e., creative work deriving from the use of the human mind and expressed in media such as in text, audio, video, image, performance art, visual art, etc.

**Plagiarism** is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.