

EXAMINATION & ASSESSMENT REGULATIONS: ASSESSMENT OFFENCES

1. Definitions

1.1. Assessment offences are defined as below:

- a)** failure to comply with any of the General Rules for the Conduct of Examinations;
- b)** any attempt to complete any assessment by means considered to be unfair;
- c)** plagiarism, which the University defines as “the incorporation by a student in work for assessment of material which is not their own, in the sense that all or a substantial part of the work has been copied without any adequate attempt at attribution, or has been incorporated as if it were the student’s own when in fact it is wholly or substantially the work of another person or persons”.

By 'substantial', the University means large and significant sections of the work; by 'adequate', the University means accurate referencing in accordance with one of the University's approved referencing conventions (your module lecturers will inform you about the correct referencing conventions).

This includes, but is not limited to:

- i.** copying material from any source and trying to pass it off as your own work (this includes computer language and programs, scientific experiments, and visual images in addition to standard written text),
 - ii.** paraphrasing material without appropriate acknowledgement and not in accordance with the University’s agreed referencing conventions (this includes computer language and programs, scientific experiments and visual images in addition to standard written text),
 - iii.** collusion, where the assessment artefact is prepared by someone else and presented as your own work,
 - iv.** purchase of essay/project/computer program,
 - v.** submission of essay/project/computer program written by someone else,
 - vi.** submission of another student’s work with or without that student’s knowledge or consent;
- d)** failure to provide an electronic copy of an assessment artefact when requested;
 - e)** the late return of equipment loaned by a Faculty or Department which is required by other students to complete an assessment;

- f) losing, breaking or damaging equipment loaned by a Faculty or Department which is required by other students to complete an assessment.

2. Disciplinary Procedure Regarding Assessment Offences

- 2.1. Disciplinary action relating to an assessment offence against a student may be initiated by any member of the academic staff of the University.
- 2.2. The process for disciplinary procedures is detailed in the Code of Student Behaviour which is available from Academic Registry or available on the internet at:
<http://policies.docstore.port.ac.uk/policy-053.pdf>

Navigating this document

This extract comprises one element of the University's Examination and Assessment Regulations. The overarching Examination and Assessment Regulations document and index is available at [Examination and Assessment Regulations](#).