



Swiss International
Institute Lausanne

PLAGIARISM POLICY

Swiss International Institute Lausanne - SIIL

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I CONTEXT

SIIIL considers plagiarism to be academically fraudulent and an offence against academic integrity that is subject to the disciplinary procedures of the Institute.

II PURPOSE

The policy provides a coherent approach to inform and educate students about plagiarism and how to avoid it.

III BENEFITS

The policy contributes to the student's understanding of what constitutes plagiarism.

It supports and fosters academic integrity across the undergraduate and postgraduate student body.

IV SCOPE

This policy applies to all undergraduate and postgraduate students at SIIIL.

V PRINCIPLES

Members of the academic community use and build on the work and ideas of others in an open and explicit manner and with due acknowledgement.

It is the responsibility of any author of work to ensure that s/he does not commit plagiarism.

VI DEFINITIONS

Plagiarism is the act of presenting the work (the term 'work' refers to individual or group work) or ideas of others as one's own without due acknowledgement.

VII POLICY

1. Levels and consequences

SIIIL refers to various levels of plagiarism. What constitutes plagiarism at a particular level, and the consequences of being found to have committed plagiarism at that level, are detailed below.

****Please read the matrix in full before any determination is made as to the level of plagiarism which applies.****

	Range of Penalties	Characteristics of Offence
Level 1	You receive an informal verbal warning from the	You have little previous exposure to the norms and conventions of different types of academic

	Study Programme Director.	work (essays, reports, group or individual projects, dissertations, presentations, etc.) or you bring different cultural assumptions to your work. Students at postgraduate level can reasonably be assumed to be familiar with rules in respect of plagiarism, therefore any plagiarism occurring in the context of any postgraduate work cannot normally be deemed to constitute Level 1 plagiarism.
	The piece of work in question is inadmissible. You are required to rephrase and reference correctly all plagiarised elements. Other content should not be altered. The resubmitted work will be assessed and marked without penalty.	Your work demonstrates one or more of the following:
		<ul style="list-style-type: none"> • Poor use and/or understanding of referencing conventions, including how to present direct quotations;
		<ul style="list-style-type: none"> • Poor understanding of how to acknowledge sources of direct and indirect quotations;
		<ul style="list-style-type: none"> • Poor paraphrasing skills;
		<ul style="list-style-type: none"> • Lack of recognition of the boundary between material in the public domain which does not require acknowledgement and that which does;
	Level 1 Plagiarism is not deemed to be academic misconduct.	Generally, only small amounts of material (text, graph, computer code, images, etc.) are unacknowledged. If more substantial amounts are involved, the offence should be classified as Level 2 or 3 plagiarism.
Level 2	You receive a formal written warning from the Faculty Dean.	Level 2 Plagiarism occurs when you should have been aware of what constitutes plagiarism.
	The piece of work in question is inadmissible. You are required to rephrase and reference correctly all plagiarised elements. Other content should not be altered. The resubmitted work will	Your work demonstrates one or more of the following:
		<ul style="list-style-type: none"> • Failure to utilise referencing conventions, including the use of direct quotations;
		<ul style="list-style-type: none"> • Failure to acknowledge public and private domain sources;
		<ul style="list-style-type: none"> • Paraphrasing without appropriate recognition;
<ul style="list-style-type: none"> • Sections copied from other sources and presented as your own; 		

	<p>receive a reduced or capped mark (at the pass mark) depending on the seriousness/extent of plagiarism.</p>	<ul style="list-style-type: none"> Borrowing the language of another author for stylistic purposes, knowing that it is incorrect to do so.
	<p>Level 2 Plagiarism is considered as academic misconduct.</p>	
Level 3	<p>You receive a formal written warning from the Faculty Dean.</p>	<p>Level 3 Plagiarism occurs when you should have been aware of what constitutes plagiarism.</p>
	<p>The piece of work in question is inadmissible. There is no opportunity for resubmission with corrections. The student is required to submit a new piece of work as a supplemental assessment during the next available session. Provided the work is of passing standard, the assessment mark and the module mark will be capped at the pass mark. Discretion lies with the Study Programme Director and the Faculty Dean (as appropriate) in cases where there is no standard opportunity for a supplemental assessment under applicable course regulations.</p>	<p>Your work demonstrates one or more of the following:</p> <ul style="list-style-type: none"> It contains elements of another student's work, even if they gave you permission to use their work;
		<ul style="list-style-type: none"> You have submitted, on more than one occasion for credit, a correctly cited and referenced assignment from your own research. This work may have been submitted either in whole or in part, for separate marks in a different module or in previous years;
		<ul style="list-style-type: none"> Substantial sections copied from other sources and presented as your own;
		<ul style="list-style-type: none"> It borrows, substantially, material and/or language from a source without correct acknowledgement;
		<ul style="list-style-type: none"> It makes extensive use of synonyms instead of the author's original voice, but keeps to the same structure and meaning of the original work;
<ul style="list-style-type: none"> It contains fabricated referencing, is without referencing or citation, or lacks, to a large degree, appropriate citation and/or referencing. 		
	<p>Level 3 Plagiarism is considered as academic misconduct.</p>	
Level 4	<p>Case referred to the Academic Director for disciplinary procedures.</p>	<p>Level 4 plagiarism cannot normally be dealt with under summary procedures (Levels 1-3 above). For example, plagiarism in the context of postgraduate theses or dissertations will</p>

		always be categorised as Level 4. The following constitute examples of Level 4 plagiarism:
		<ul style="list-style-type: none"> You have previously committed plagiarism and this is a repeat offence;
		<ul style="list-style-type: none"> You have sought, bought or commissioned work with the intention of representing it as your own work;
		<ul style="list-style-type: none"> You have improperly enlisted editorial input, eg. engaging a paid proof reader or copy-editing service, having a language assignment edited by a native speaker where language competence is being assessed;
		<ul style="list-style-type: none"> Your submitted assignment is identical to another student's work, even if they gave you permission to use their work.

2. Detecting plagiarism

Lecturers and examiners will be familiar with key sources and will notice when information has been used from them, as well as differences in style, terminology and accuracy in an essay.

In addition, SIIIL staff now uses specific software to check written submissions for plagiarism. These compare submitted work to a database of websites, articles and previously submitted assignments. They then calculate how much of the work is original, and what needs to be examined by your tutor to make sure you have used references to correctly cite others' words and ideas. The accepted similarity score in SIIIL should not exceed 25%.

3. Citation styles

There are thousands of citation styles in use. The lecturer may tell the students to use a particular one or allow them to choose one on their own.

Guides for each style will precise how to format the references:

- Details on which order to present the bibliographic information.
- Grammar instructions such as how to use punctuation and capitalisation – what is emboldened, underlined, italicised... where the full stops and commas go...
- Different rules will apply to different formats of sources (journal articles, book with one author, books with several authors, edited books, chapters in edited books, webpages, reports, films, etc.)

4. Consequences of plagiarism at SIIIL

Plagiarism is viewed by SIIIL as academic fraud, and an offence against academic discipline. The Institute considers plagiarism to be a major offence, and subject to the disciplinary procedures of the SIIIL.

Disciplinary records relating to plagiarism will be retained in accordance with the SIIL Records Management Policy and SIIL Data Protection and in compliance with data Swiss protection law and (if applicable) the EU General Data Protection Regulation 2016 (“GDPR”).

VIII RESPONSABILITY

The responsibility for this policy lies with the Academic Director Office

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