will be awarded that class of degree. A student who obtains an overall mark in the range required for class 3 and obtains at least half of the credits for the final year with a mark not less than 40.0% will be awarded that class of degree. Full details of the method used to determine your degree classification are given in Paragraphs 32 to 40 of the Regulations for Undergraduate Awards, reproduced in Appendix C of this Handbook. (With reference to Paragraph 37 of Appendix C, note that the School of Mathematics uses Method B.)

Students are not normally permitted to repeat the Fourth Year.

**Note that there are no resits for Fourth Year students.**

If you miss an examination, then you should submit electronically a School of Mathematics Mitigating Circumstances Form, obtainable from the School’s website:

[http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/mitigating-circumstances/](http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/student-support/mitigating-circumstances/)

You should also provide independent documentary evidence (such as a medical note) to support your case, whenever possible. (See Section 5.8 of this Handbook for further information about sickness and absence.) Further information about missing examinations can be found at the website:


### 3.5 ACADEMIC MALPRACTICE
(PLAGIARISM, COLLUSION AND FABRICATION)

**Introduction**

1. As a student, you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. For most students this does not present a problem, but occasionally, whether unwittingly or otherwise, a student may commit what is known as plagiarism or some other form of academic malpractice when carrying out an assignment. This may come about because students have been used to different conventions in their prior educational experience or through general ignorance of what is expected of them.

2. This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalized. At the very least a mark of only 30% would be awarded for the piece of work in question, but it could be worse; you could be awarded zero (with or without loss of credits), fail the whole unit, be demoted to a lower class of degree, or be excluded from the programme.
3. Academic malpractice includes plagiarism, collusion, fabrication or falsification of results and anything else intended by those committing it to achieve credit that they do not properly deserve. You should note that work you submit may be screened electronically to check against other material on the web and in other submitted work. In particular, the Third and Fourth Year projects will be checked by anti-plagiarism software.

**Plagiarism**

4. Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. This includes the unattributed use of parts of books or articles, passing it off as your own. It also includes ‘self-plagiarism’ (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from ‘essay banks’ (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student’s work. Hence it is essential to make clear in your assignments the distinction between:

- the ideas and work of other people that you may have quite legitimately exploited and developed, and
- the ideas or material that you have personally contributed.

5. To assist you, here are a few important do’s and don’ts:

- **Do** get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.

- **Don’t** construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else’s exact form of words in order to analyse or criticise them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. “[These] results suggest… that the hypothesis is correct.” It may also be appropriate to reproduce a diagram from someone else’s work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is unlikely to be worth any marks.

- **Do** attribute all ideas to their original authors. Written ‘ideas’ are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source unless it is your personal
idea or it is common knowledge. (If you are unsure if something is
common knowledge, ask other students: if they don’t know what you are
talking about, then it is not common knowledge!)

6. As you can see, it is most important that you understand what is expected of you
when you prepare and produce assignments and that you always observe proper
academic conventions for referencing and acknowledgement, whether working by
yourself or as part of a team. In practice, there are a number of acceptable styles
of referencing depending, for example, on the particular discipline you are
studying, so if you are not certain what is appropriate, ask your Academic
Advisor or the lecturer for the relevant course unit for advice! This should ensure
that you do not lay yourself open to a charge of plagiarism inadvertently, or
through ignorance of what is expected. It is also important to remember that you
do not absolve yourself from a charge of plagiarism simply by including a
reference to a source in a bibliography that you have included with your
assignment; you should always be scrupulous about indicating precisely where
and to what extent you have made use of such a source.

7. So far, plagiarism has been described as using the words or work of someone else
(without proper attribution), but it could also include a close paraphrase of their
words, or a minimally adapted version of a computer program, a diagram, a
graph, an illustration, etc. taken from a variety of sources without proper
acknowledgement. These could be lectures, printed material, the Internet or other
electronic/AV sources.

8. Remember: no matter what pressure you may be under to complete an
assignment, you should never succumb to the temptation to take a ‘short cut’ and
use someone else’s material inappropriately. No amount of mitigating
circumstances will get you off the hook, and if you persuade other students to let
you copy their work, they risk being disciplined as well (see below).

**Collusion**

9. Collusion is any agreement to hide someone else’s individual input to
collaborative work with the intention of securing a mark higher than either you or
another student might deserve. Where proved, it will be subject to penalties
similar to those for plagiarism. Similarly, it is also collusion to allow someone to
copy your work when you know that they intend to submit it as though it were
their own and that will lay both you and the other student open to a charge of
academic malpractice.

10. This imposes significant responsibilities on students to ensure the integrity of
their own work. Students should ensure that

- They do not leave work on printers
- They do not give passwords to other students
- They do not allow other students to use their home computers without
taking adequate precautions

- They do not show their coursework to other students

These issues are very important. There have been a number of cases in recent years where a student has lent his/her coursework to another student in order to help the other student understand the exercise. After submission the originator has found that the other student has copied his/her coursework. In other cases, a student who has shared his/her home computer with other students has found that other students have submitted his/her coursework.

If a student believes that another student has gained access to his/her coursework, he/she should inform the lecturer for the relevant course unit as soon as possible.

It is vitally important that when a student discusses coursework with others he/she does so in very general terms. He/she might talk about the general approach to a problem, but discussions should not be so specific that it leads to the same piece of coursework being submitted.

11. Collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment.

Fabrication or falsification of results

12. For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research programme or survey that you undertake, whether working by yourself or as part of a group. Results or data that you (or your group) submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of fabrication or falsification of results.

For example, a student may be asked to develop a computer program that computes some results, and then write a report stating the results. A student who fails to get his/her program working but submits a report saying he/she has
obtained a set of results is in breach of this regulation.

Finally…

13. If you commit any form of academic malpractice, teaching staff will not be able to assess your individual abilities objectively or accurately. Any short-term gain you might have hoped to achieve will be cancelled out by the loss of proper feedback you might have received, and in the long run such behaviour is likely to damage your overall intellectual development, to say nothing of your self-esteem. You are the one who loses.

Further information is given in Regulation XVII (Conduct and Discipline of Students), which is downloadable from the following website, along with the University’s guidance on the handling of cases:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/conduct-and-discipline/

First Year students are required to complete an Academic Malpractice in Mathematics Course. This course will be delivered online (through Blackboard, the University’s virtual learning environment). The Academic Malpractice in Mathematics Course is part of the Induction Module MATHS0000. The Academic Malpractice in Mathematics Course will also be offered to Second, Third and Fourth Year students.

**School of Mathematics: Academic Malpractice Policy**

**In Class Tests**

Examiners and invigilators should be vigilant during tests, actively looking for students who may be colluding or in possession of unauthorised material.

**Unauthorised Material**

If a student is found with unauthorised material this should be removed from them immediately. The invigilator should then mark on the script the time of the incident and allow the student to continue, preferably completing remaining work in a different coloured pen.

At the end of the test the students should be advised that their scripts will be investigated and that they will receive further information from the Teaching and Learning Administrator in due course.

If there is sufficient evidence to instigate disciplinary action, the examiner should provide the following information to the Teaching and Learning Administrator:

- Original copies of the scripts, which should be marked as usual, irrespective of any suspected malpractice.
- A copy of the test, or advise if this is available online.
- The unauthorised material found.
• A brief report outlining the reason for the initial suspicion (that is, what was observed during the test followed by details about a) whether the unauthorised material was pertinent to the course, and b) whether there is any evidence in the script that the unauthorised material was used).

Collusion (copying)

If a student is suspected of colluding or copying, invigilators are asked to keep a close eye on all students involved. At the end of the test, suspected scripts should be collected and kept together for marking. Students should be advised that their scripts will be investigated and that they will receive further information from the Teaching and Learning Administrator in due course.

If there is sufficient evidence to instigate disciplinary action, the examiner should provide the following information to the Teaching and Learning Administrator:

• Original copies of the scripts, which should be marked as usual, irrespective of any suspected malpractice.
• A copy of the test, or advise if this is available online.
• A brief report outlining the reason for the initial suspicion (that is, what was observed during the test) followed by any similarities of any answers with those of another student.

Written (Take Home) Coursework

During the marking process, if an examiner suspects either plagiarism or collusion, they should in the first instance contact the School Quality Officer (Professor Peter Symonds) before returning the work to the class. If there is sufficient evidence to instigate disciplinary action, the examiner should provide the following information to the Teaching and Learning Administrator:

• Original copies of the work, which should be marked as usual, irrespective of any suspected malpractice.
• A copy of the assignment instructions, or advise if this is available online.
• A brief report outlining the similarities of the coursework with another student’s or other source.
• Copies of any original sources if plagiarism is suspected

An e-mail will be sent from the Teaching and Learning Administrator to inform students that their work is under investigation for academic malpractice.

Undergraduate Projects

All project supervisors and second markers will be provided with access to the electronic submissions on Blackboard. Each project is automatically scanned by Turnitin which generates an Originality Report. (Turnitin is software that is used by the University to
help to identify plagiarised work.) It is the responsibility of supervisors to ensure that these reports are checked for any indication of plagiarism or collusion. Each report will highlight where similarities have been found online or in the repository of student work, with links to original sources.

If an examiner suspects either plagiarism or collusion, they should in the first instance contact the School Quality Officer (Professor Peter Symonds). If there is sufficient evidence to instigate disciplinary action, the examiner should provide the following information to the Teaching and Learning Administrator:

- Original copies of the work, which should be marked as usual, irrespective of any suspected malpractice.
- A brief report outlining the accusation making reference to the Originality Report.

An e-mail will be sent from the Teaching and Learning Administrator to inform students that their work is under investigation for academic malpractice.

All cases will be dealt with in accordance with the University Guideline for Academic Malpractice, as follows:

1. First and Second Year students (first offence): The case will be handled at School level.
2. Third and Fourth Year students (first offence): The case will be handled at Faculty level.
3. First and Second Year students (subsequent offence): The case will be handled at Faculty level.
4. Third and Fourth Year students (subsequent offence): Inform Faculty. The case will be handled at University level.
5. For particularly serious offences, Faculty should be consulted to determine whether the case should be handled at University level. This applies to students of all years, even for a first offence.

3.6 APPEALS

Undergraduate students may appeal against the decision of an Examiners' Board.

Students are strongly advised to hold informal discussions with the School of Mathematics about their case for appeal, and the appeal procedures, prior to submission of an appeal.

The School allows students to see their marked Mathematics examination scripts. Scripts can only be viewed by appointment and the viewing opportunity will last about 30 minutes. You will receive further information by e-mail before each viewing period.

The School does not re-mark examination scripts. Students can ask the School to check that all parts of their script have been marked, their marks have been added up correctly and their coursework marks have been included correctly. For the First Semester examinations, students must view their scripts first, before asking for the marking to be