

# PLAGIARISM (PROGRAMMES / CURRICULUM)

CODE: P031

Section: Academia/Student/Lecturers  
Procedure Owner: Chief Operating Officer – Academia,  
Academic Research and Publications Board (ARPB)

## PROCEDURES

The Academic Research and Publications Board (ARPB) offers Advice and guidance to students about Plagiarism and Copyright Laws. This is also featured on the Its WEBSITE Link:

[www.its.edu.mt](http://www.its.edu.mt)

The Academic Research and Publications Board (ARPB) along with the IT department (for technical purposes) are the owners of the turn it in WHICH IS USED AS A TOOL TO AVOID PLAGIARISM. Use of TURN IT IN is found on website see Link:

[www.its.edu.mt](http://www.its.edu.mt)

The Chief Operating Officer - Academia is the owner to offer through any means advice and guidance to the Academic Staff about Plagiarism and copyright laws. Unless the Institute of Tourism Studies has obtained written permission of the copyright owner, permission is not granted to Lecturers to make any copies in any form.

Copyright permission is not necessary if the Its academics or students communicate external material found on the internet, provided that.

1. The Copyright owner has posted the materials online and there is reason to believe that the work displayed on the internet violates the copyright owner's rights.
2. The external materials do not have a clearly-visible notice prohibiting educational or research use.

Academics and students shall obtain appropriate copyright permission from the Chief Operating Officer - Academia and the Exam and Dissertation Board respectively.

In the first instance an allegation of Plagiarism (in Long Essays and Dissertations) arises the Academic Research and Publications Board (ARPB) with the Chief Operating Officer - Academia must be informed immediately. The Board will write a report endorsed by the Chief Operating Officer - Academia and pass it on to the Disciplinary Board in order to make a final decision on the evidence submitted. In the case of assignments the Lecturer will apply same process.

Staff and students will be made aware of the policy and procedure of Plagiarism through the ITS website, the Rules & Regulations (major offence), and the induction week. More over the lecturers will inform their students to submit their assignment through TURN IT IN tool and can only reach 15% as a maximum of Plagiarism. In

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case of a higher similarity index percentage, the ARPB will review the similarity report and decides whether the piece of work should still be corrected.

In the case that the Disciplinary Committee finds the evidence to be correct in plagiarized work the student will be suspended for that academic year from the Institute of Tourism Studies. In the case of assignments the student will receive the discipline according to the Disciplinary Board decision.