

Policy and Procedure Against Plagiarism

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OPERATIONAL OWNER:	Academic Research and Publications Board (ARPB)
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POLICY VERSION:	1

Version History

VERSION	DESCRIPTION	AUTHOR	APPROVAL	EFFECTIVE DATE
1	Initial version	ARPB	2022	2022

Related Policies

P028 – Students' Research

P043 – Research

P063 – Long Essay and Dissertation Moderations

P064 – Academic Freedom and Integrity

P065 – Corrections of Long Essays and Dissertations

P066 – Extensions of Long Essay and Dissertation Submission Deadline Dates

P067 – Late Submissions and Resits of Long Essays and Dissertations

P068 – Revisions of Papers for Long Essays and Dissertations

P069 – Tutor/Supervisor Allocations for Long Essays and Dissertations

P075 – Use of Artificial Intelligence by Students and Staff

P076 – Publications Committee

P077 – The Appointment and Role of Academic Advisors for Dissertation Supervisors

External Refences

Definitions

Academic misconduct	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 the act of presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement.

Abbreviations

ARPB	Academic Research and Publications Board
ITS	Institute of Tourism Studies
MQF	Malta Qualifications Framework

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A. Policy and Procedure

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), 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.

B. Document Retention

Category	Retention Period
Academic Research and Publications	5 years

C. Review

The terms of this policy will be reviewed after its first year of operation and regularly thereafter.

D. Document Control

Version	Purpose of Review/ Changes	Date Published	Date of Next Review
1	Initial version	2022	2027