



Oxford's Independent Business School

Magna Carta College

Unfair Practice

1. Definition of Unfair Practice

It is unfair practice to commit any act whereby a person may obtain for himself/herself or for another, an unpermitted advantage. This shall apply whether the candidate acts alone or in conjunction with another/others. Any action or actions shall be deemed to fall within this definition whether occurring during, or in relation to, a formal examination, a piece of coursework, or any form of assessment undertaken in pursuit of a qualification of any of the programmes offered by MCC. There are distinct procedures and penalties for dealing with unfair practice in examination or non-examination conditions.

Without prejudice to the generality of the foregoing, examples of unfair practice are shown below. These examples are not exhaustive and other cases may fall within the general definition of unfair practice.

2. Examples of Unfair Practice in Non-Examination Conditions

(i) Plagiarism, which can be defined as using, without acknowledgement, another person's words or ideas and submitting them for assessment as though it were one's own work, for instance by copying, translating from one language to another or unacknowledged paraphrasing. Further examples of plagiarism are given below:

Use of any quotation(s) from the published or unpublished work of other persons, whether published in textbooks, articles, the Web, or in any other format, which quotations have not been clearly identified as such by being placed in quotation marks and acknowledged.

- Use of another person's words or ideas that has been slightly changed or paraphrased to make it look different from the original.
- Summarising another person's ideas, judgements, diagrams, figures, or computer programs without reference to that person in the text and the source in the bibliography.

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- Use of services of essay banks and/or any other agencies.
- Use of unacknowledged material downloaded from the Internet.

Re-use of one's own material except as authorised by the department.

(ii) Collusion, which can be defined as when work that has been undertaken by or with others is submitted and passed off as solely the work of one person. This also applies where the work of one candidate is submitted in the name of another. Where this is done with the knowledge of the originator both parties can be considered to be at fault.

(iii) Fabrication of data, making false claims to have carried out experiments, observations, interviews or other forms of data collection and analysis, or acting dishonestly in any other way.

(iv) Presentation of evidence of special circumstances to Examining Boards, which evidence is false or falsified or which in any way misleads or could mislead Examining Boards.

4. Penalties Available to the Committee for Unfair Practice in Non-Examination Conditions

The Committee of Enquiry shall apply one or any combination of the following penalties:

- (i) The issue of a formal reprimand to the candidate, a written record of which shall be kept.
- (ii) An instruction to the examiners, when marking, to ignore any plagiarized text, which may result in a reduced mark.
- (iii) The cancellation of the candidate's marks in part or in whole for module(s) concerned, or in all of the modules for the year in question or the equivalent for a part-time candidate, with a recommendation as to whether or not a re-assessment should be permitted, either with eligibility for the bare pass mark only or for the full range of marks.

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(iv) The reduction of the degree result by one class or the non-award of a distinction, as appropriate.

(v) The disqualification of the candidate from any future examination/assignment.

(vi) If a Committee of Enquiry decides that the above penalties are inappropriate, the Committee may use its discretion to decide upon the appropriate penalty. In exceptional circumstances where an allegation has been substantiated and the Committee is concerned that this may affect the candidate's ability to practise in a particular profession, the case shall also be considered under the institution's procedure for Unprofessional Conduct and Unfitness to Practice.

Thank you
Magna Carta College, Oxford

