ACADEMIC INTEGRITY

DHMSA - 4 February 2023

DEFINITIONS

- **Academic Integrity** means being honest in your academic work, and making sure that you formally recognise and reference the existing knowledge and ideas on which your work is based.

- **Plagiarism** is the representation of other people's work or ideas as your own without appropriate referencing or acknowledgement. This can include instances of copying from a book, journal or website without appropriate references and use of quotation marks, switching key words in a text with synonyms, paraphrasing without acknowledgement, incorrectly identifying quotations, or an incomplete bibliography.

DHMSA EXAMINATION GUIDELINES

32. The topic, to be chosen by the candidate, is to be in a field of personal and /or professional interest in the history of medicine. It must not be a paraphrase of textbooks or Internet material. The candidate must demonstrate original work with competence in accessing and using primary source material, which should be put into context with the relevant secondary literature. There should be a well-defined thesis, argument and conclusion to the dissertation.

DHMSA EXAMINATION GUIDELINES: REFERENCES

37. Plagiarism is the presentation of another person's thoughts or words as if they were the writer's own. If another person's work is quoted, it must be acknowledged fully by means of a reference in the text (source to be given in the reference list) and putting the quotation in quotation marks, i.e. "...". This also applies to verbatim short sections from a source. Paraphrasing statements of factual knowledge or ideas from published works, lectures or web sources is not plagiarism if the original source is referenced and the paraphrasing is not extensive.

38. Any diagrams, tables, graphs etc which have been taken directly from a source or modified from a source must include appropriate details of the author and source, as well as being acknowledged e.g. from Bloggs et al 1998 or adapted from Bloggs et al 1998.

39. The format of references in the dissertation should follow either the Harvard or Vancouver styles and should be consistent throughout.

40. References to Internet sources should include all the information required for a full and complete reference plus full details of the website (the URL of the site) and the date on which it was accessed, as the content of sites may change with time.

41. Additional footnotes should not be used unless they are absolutely essential to the argument.

42. Sources should normally be in English. Foreign sources may be used when there is no generally accepted published translation.

REFERENCING STYLES

Harvard Print Book

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing.

Vancouver Print Book

Simons NE, Menzies B, Matthews M. *A Short Course in Soil and Rock Slope Engineering*. London: Thomas Telford Publishing; 2001.

Many universities provide online guides which can be a useful source of information for an unusual source format. It is up to the individual to find one that they find helpful in their work. For example, from UCL and Imperial:

https://library-guides.ucl.ac.uk/referencing-plagiarism/harvard
https://library-guides.ucl.ac.uk/referencing-plagiarism/vancouver
https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvard-style/
https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/vancouver-style/

Please note that some online guides are written to be used in conjunction with referencing software provided to students of these institutions.

The Society simply requests that either the Harvard or Vancouver referencing style is used and that students are consistent in their use.

ACADEMIC POLICIES

These can be found on the examination page for each diploma
https://www.apothecaries.org/diploma-in-the-history-of-medicine/

Academic Policies for Candidates

Examination Review and Appeal Procedure The Society's Review and Appeal Procedure gives information about feedback, review and appeal. Candidates who seek a review or appeal should note that there is a fee payable, the amount of which is given the the relevant Guide to the Diploma, including the Regulations and Syllabus.

Candidate Code of Conduct

Candidate Misconduct Policy

Candidate Plagiarism Policy

List of Examiners

PLAGIARISM POLICY

AQSC 14 October 2021

CANDIDATES' PLAGIARISM POLICY

1. This Policy applies to all candidates entering for examinations at the Worshipful Society of Apothecaries of London ("The Society"). Candidates should note that by virtue of applying to sit an examination they are deemed to have understood and agreed to respect and abide by all relevant regulations, including this Plagiarism Policy.

2. All candidates entering for an award of the Society which requires the submission of a dissertation, dissertation-essay or casebook must attest to having read this policy when they sign their application form. Moreover, all written work submitted for an award of the Society must include a declaration confirming that the work is the candidate's own and is not plagiarised. Guidance on the precise wording of these declarations in provided in the relevant online Guide for each award.

3. The aim of this Policy is to:
   a. Explain what plagiarism is and why it is not permitted
   b. Encourage the correct use of attribution so that work submitted is properly referenced
   c. Indicate how plagiarism can be avoided
   d. Document the Society's use of anti-plagiarism software
   e. Set out the action that may be taken in the event of suspected or proved plagiarism.

https://www.apothecaries.org/wp-content/uploads/2021/11/Examination-Plagiarism-Policy.pdf

ANTI-PLAGIARISM SOFTWARE

- The Society of Apothecaries provides access to anti-plagiarism software for all candidates submitting dissertations or casebooks as part of their diplomas. The platform we are using is Turnitin, probably the most widely used anti-plagiarism software in higher education.

- Access to this facility will be provided to each candidate at the time that admissions documents are sent out. Candidates may then use the platform themselves to check drafts of their dissertations / casebooks as many times as they wish before the submission deadline. The similarity reports generated by Turnitin will be seen by only by the candidates. The reports will not form part of the final submission of dissertations / casebooks. In this way, Turnitin can be regarded by candidates as a positive learning tool which they use as a matter of personal choice. It is not an additional check imposed by examiners that requires the candidate's consent.

- If the candidate is already a Turnitin user and has used the same email address that they use with the Society of Apothecaries, they should use their known login sequence. They should find the Apothecaries "class" listed with any others that they may be associated with. If they have never used Turnitin before, then just follow the instructions as received.

- However, after formal submission of a dissertation / casebook, if an examiner suspects plagiarism, the examiner may ask one of our exam officers to run the document through Turnitin to verify the suspicion. The similarity report generated by Turnitin will be shared only with the examiner who may or may not wish to pursue the matter. In other words, dissertations / casebooks will not be run through Turnitin as a matter of course. We will use the platform only as a tool to confirm examiners' initial suspicions.

- The use of anti-plagiarism software in this manner has been approved by the Academic Quality and Standards Committee, on behalf of the Society of Apothecaries.

- We hope our diploma candidates will find this facility useful. If you have any questions regarding Turnitin usage please contact Precious in the Exams Department: AcademicAdmin@apothecaries.org

WITH THANKS TO RESOURCES PROVIDED BY IMPERIAL, UCL AND THE UCL INSTITUTE OF EDUCATION, ESPECIALLY THE STAFF GUIDE FOR ACADEMIC INTEGRITY COMPILED BY NICOLE BROWN, INSTITUTE OF EDUCATION, VIA THE [UCL ARENA CENTRE FOR RESEARCH-BASED EDUCATION](.).

https://www.ucl.ac.uk/teaching-learning/publications/2019/nov/academic-integrity-staff-guide-ucls-online-course-students