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.

What is Plagiarism?

4. **Plagiarism** is the presentation of work for any type of assessment which contains, intentionally or unwittingly, the unacknowledged published or unpublished words, thoughts, judgements, ideas, structures or images of some other person's work, for example by failing to follow convention in acknowledging sources, use of quotation marks, etc. This includes material downloaded from electronic sources, the unauthorised use of one candidate's work by another candidate and the commissioning, purchase and submission of a piece of work, in whole or in part, as the candidate's own.

5. **Self-plagiarism** is the presentation of work for any type of assessment that the candidate has previously submitted for assessment as part of the same examination, as part of another examination at the Society, or at another institution. This relates to the principle that a candidate may not receive credit for the same piece of work more than once unless specifically required to resubmit work as a requirement for reassessment.

6. **Collusion** is a form of plagiarism that involves unauthorised cooperation between at least two people with the intent to deliberately mislead or deceive. Collusion can take the following forms:
   a. Two or more candidates conspiring to produce a piece of work or answer questions together with the intention of at least one of those candidates submitting it as his/her own, individual work
   b. A candidate submitting the work of another candidate (with the other candidate's consent) as his/her own, individual work. In such cases, both candidates would be deemed to be guilty of collusion
   c. Unauthorised cooperation between a candidate and a third party (including an essay or assignment writing service) in the production of a piece of work that is submitted as the candidate's own.

Correct Use of Attribution

7. The purpose and importance of avoiding plagiarism is to ensure that other people's work and ideas are respected and given appropriate credit.

8. Correct referencing of sources ensures that the originator's thoughts and ideas are respected and not represented, unintentionally or otherwise, as the candidate's own.

9. It is recognised that many candidates will have had little experience of referencing dissertations, dissertation-essays or casebooks, and that errors can occur through oversight rather than deliberate action. The correct use of attribution is key to avoiding plagiarism. Candidates are encouraged to make use of the numerous online tutorials on university websites that explain the concept of plagiarism by using practical examples to show how to correctly reference the work of others.

Anti-Plagiarism Software

10. The Society uses Turnitin™ software to encourage the correct use of referencing and to check for plagiarism. Turnitin identifies "matched content" by comparing submissions against papers held in its database.

Use of Anti-Plagiarism Software

11. Candidates who are required to submit a dissertation, dissertation-essay or casebook as part of their award are given unique key code access to Turnitin upon approval of their application to the award. The code gives candidates access to Turnitin until the deadline for submission of the written work.

12. As an encouragement to the practice of correct referencing, the Society allows candidates to submit drafts of written work to Turnitin as many times as they wish to check for matched content. The reports thus generated by Turnitin will not be made available to the Examiners and will not form part of the candidate's submission of the final version of the written work.

13. Once the deadline for submission of written work has passed, an Examiner may submit a candidate's written work to Turnitin to check for plagiarism as part of the marking process. The report thus generated by Turnitin may be used by the Examiner as evidence of plagiarism in the submitted written work. When a Turnitin report is used as evidence of plagiarism, a commentary must be provided as part of the Examiner's report to indicate the location and the level of the alleged plagiarism. The report should also clearly indicate any areas that should not be considered (e.g. definitions where a match would be expected).

The Procedure in Cases of Plagiarism

14. Plagiarism, self-plagiarism and collusion are forms of cheating that undermine the integrity of the examination process. All suspected cases of plagiarism will therefore be treated as suspected cases of Academic Misconduct.

15. The procedure for investigating cases of alleged plagiarism is laid out in the Society's Academic Misconduct Policy.