Policy on Plagiarism in Final Projects

Academic integrity and ethical behavior are fundamental principles in any educational program. This policy outlines the standards for originality and the consequences of plagiarism to ensure fairness, respect for intellectual property, and the value of each participant's achievements.

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1. Definition of Plagiarism

Plagiarism is defined as any of the following actions:

1. Using someone else's work (text, ideas, code, data, designs, or other materials) without proper acknowledgment or citation.
2. Submitting work that is not entirely the participant's own creation.
3. Copying solutions or materials from peers, publicly available sources, or unauthorized third-party services.
4. Reusing one's previous work without prior approval (self-plagiarism).
5. Making minor modifications to others' work in an attempt to disguise copying.

Additionally, **collaboration without permission** and **failing to credit co-contributors** in group assignments may also be treated as plagiarism.

2. Process for Evaluating Projects

To maintain academic integrity, all final projects will undergo:

1. **Originality Checks:** Automated tools may be used to identify overlapping content with external or previously submitted works.
2. **Manual Review:** Evaluators will analyze flagged sections to confirm cases of plagiarism.
3. **Discussion with Participants:** Participants may be asked to explain their work to confirm their authorship and understanding.

3. Consequences of Plagiarism

If plagiarism is identified, the following measures will be applied:

1. **First Violation:**
   - The participant forfeits the right to defend their project.
   - A formal warning is issued to the participant.
   - The project must be remade and resubmitted within 20 business days.
2. **Second Violation:**
   - The participant loses the right to defend any project.
   - They will only receive a **Certificate of Attendance**, which explicitly states that the final project was not presented.
   - To regain eligibility for defending a final project, the participant must retake the course for an additional fee and complete a new project.

For severe or intentional cases of plagiarism, the participant may be removed from the program entirely.

4. Avoiding Plagiarism

To ensure compliance with this policy, participants are advised to:

1. Always provide proper citations for any external resources used (rules of citation can be found by following the link: https://documents.swisscoding.edu.vn/policies/rules-of-citation.pdf).

2. Develop original solutions and approaches for assignments and projects.
3. Seek clarification from instructors or supervisors when unsure about acceptable practices.
4. Use plagiarism detection tools to verify the originality of their work before submission.

5. Appeals Process

Participants have the right to appeal plagiarism determinations. To do so:

1. Submit a written explanation with supporting evidence (e.g., drafts, notes) within 3 business days of receiving the plagiarism notice.
2. An appeals panel will review the submission and provide a final decision within 5 business days.

By adhering to this policy, participants contribute to an environment of trust and excellence. Upholding academic and professional integrity not only enhances individual achievement but also preserves the reputation of the program or institution.

Ho Chi Minh City, 25 Nov. 2024
General Director

Nikita