

ADMINISTRATIVE MATTERS

The Use of Questionnaires

If your research relies on the use of questionnaires as a means of collecting primary information **you must apply to your Programme Director for authorisation before sending** your questionnaires on Imperial College headed notepaper.

If you use surveys or questionnaires whilst undertaking your project, you must retain the completed versions for inspection by your project supervisor or external examiner. You do not need to submit these with your final project or include them in the appendices but you need to have them available in case they are requested. **Any attempt to generate or to make changes to primary data to influence the results of your project is considered to be a serious academic offence and will be severely penalised.**

Confidentiality

Unlike the research project, the AP will not be placed in the library and they are not, therefore, available to the public. Instead, we are looking to make available via the Hub a selection of applied projects which receive a distinction for future students' reference.

However, if for confidential reasons, you do not wish your final Project to be shared please inform the Programme Team.

Plagiarism

The college takes the issue of plagiarism very seriously. The college is currently using specialised software to check every project against an extensive database. **If your completed MSc project is discovered to contain verbatim material from other sources which has not been acknowledged or referenced appropriately, this will be referred to the College authorities.**

Plagiarism is a serious offence. The Examination Board reserves the right to take further action as it deems appropriate to protect the name of the School and the College, and this may involve expulsion of a student from the programme or withdrawal of a degree award (e.g. even if the plagiarism is discovered several years after submission). Last year thirty cases of plagiarism were reported to the College authorities.

Imperial College Business School does not provide students with access to Turnitin. We strongly recommend that students check their entire report very carefully to ensure that it is appropriately referenced.

Further guidelines relating to plagiarism are provided in the Programme area on the Hub (within 'Key Information' in the 'Academic Regulations & Policies' document). Please take the time to read it.

Common Plagiarism Mistakes

Copying text directly from a source without putting quotation marks and instead just putting the author in brackets at the end of the paragraph – You must always use quotation marks when you copy text word-for-word and indicate the source as per the Harvard referencing style. Putting the source at the end of the paragraph is fine if you have paraphrased. This indicates that you have

taken the idea from the source but that you are using your own words to express that idea. The use of quotation marks demonstrates that you have taken the words too.

Copying bullet pointed lists directly from a source – You must either reference with quotation marks at the beginning & end if you are taking the list word-for-word or paraphrase the material. In both cases the information must be cited and referenced.

Using another student's work (e.g. a previous student's project from the library) without including them in the references – You must include ALL materials you have used in your references and correctly reference them as per the Harvard style.

Copying from work you have already submitted (such as your Undergraduate dissertation) – This is still considered as plagiarism (and known as self-plagiarism) and should be referenced like any other source.

Secondary referencing – You must reference the article you have used. It is not enough to keep in the original referencing that author put in their article, as although they have looked at and used the original source, you did not. If when reading a book or article or any information source, you find an idea mentioned that comes from another author (it may be a direct quote or an idea) you must go to the original source of the information and cite and reference that rather than copy the idea as presented by the book or article you actually have. If you can't find the original you can follow the conventions for secondary referencing in the Harvard Citing Guide.

Copying tables, lists and diagrams without referencing them – These should also be referenced and treated as direct quotes.

The use of artificial intelligence programmes such as ChatGPT – Any text created by an artificial intelligence programme should be referenced as per any other source. Care should also be taken to verify the accuracy of any information obtained via AI.