

STANMORE COLLEGE PLAGIARISM POLICY AND PROCEDURES

1) Background and Purpose

- a) The purpose of this policy is to ensure that the college complies with the requirements of awarding bodies and is able to demonstrate that it has procedures in place to maintain the integrity of its assessment procedures.
- b) Plagiarism is unacceptable and is taken seriously in the College. Students should be aware that the College subscribes to **TurnItIn** JISC-recommended software to detect plagiarism.
- c) The policy is further intended to inform students of the nature of plagiarism, its seriousness and the sanctions that may be imposed where plagiarism is detected.
- d) Students need particularly to understand that in the case of summative assessed work which contributes to the award of a qualification, the sanctions of the awarding bodies can include:
 - Disqualification from a whole series of examinations
 - Disqualification from a whole qualification
 - The award of a zero mark for the unit or units in which plagiarism was detected.

In cases where work is plagiarised from another student, penalties may be imposed on both students concerned.

2) Definition

Plagiarism is defined as attempting to pass off, as the student's own work, the work of others, from whatever format (including items downloaded from the internet) and without proper acknowledgement of sources.

3) Examples of plagiarism

Examples of plagiarism include, but are not limited to:

Copying directly from a text, word for word.

Using an attractive phrase or sentence you have found somewhere else.

Using text downloaded from the Internet.

Paraphrasing the words of a text very closely.

Using statistics from another source or person.

Copying from the essays or the notes of another student.

Downloading or copying pictures, photographs, or diagrams.

4) Procedures

Where plagiarism is suspected, lecturers will inform the relevant Head of Department who will investigate the incident.

If plagiarism has occurred in the case of externally assessed or moderated coursework, the Head of Department will be advised and will investigate under college disciplinary procedures.

5) Sanctions

A student who has been deemed to have broken the College's policy on plagiarism as above will be subject to the following sanctions:

i) Internally assessed work

If the piece of work plagiarised is assessed internally only the relevant assignment or other piece of work will need to be re-done and resubmitted, or a different assignment completed.

The student will receive a formal warning which will be recorded on the student's file.

If a student continues to plagiarise following the warning this may result in their withdrawal from the college.

ii) Externally assessed or moderated work which contributes to the student's final exam grade

The student will receive a formal warning which will be recorded on the student's file.

The appropriate examination board will be informed. The Board will impose sanctions in accordance with their regulations.

7) Appeals

Students who are penalised as a result of the application of these procedures may appeal in accordance with the Assessment Appeals Policy.

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