

Plagiarism Policy

Scope and Purpose of Policy

The College is committed to encouraging academic excellence and integrity from learners and confidence among all who deal with the College, including parents, employers, awarding bodies and HE institutions. To achieve this the College will not tolerate plagiarism.

The purpose of this policy is to detail plagiarism as suspected malpractice on the part of candidates, centre staff and any others involved in managing the delivery of qualifications, and for taking appropriate action to maintain the integrity of the qualifications.

This policy applies to all students on learning programmes regardless of mode or location of study.

Policy Statements

Definition

Plagiarism is a learner using another person's work or idea and presenting it as if it was his or her own. The work may be written work, music, computer program, dance, picture etc.

The source of that work may be:

- Published work e.g. book, magazine, play, photograph, painting, music etc.
- Unpublished work e.g. teacher's notes, class handouts, another learner's work (used with or without permission) and material from the Internet.

Using any work produced by someone else in any of these ways without giving them credit is plagiarism and is academic misconduct. Sometimes this plagiarism is done unintentionally due to poor research skills and a lack of understanding of referencing conventions. Sometimes it is done deliberately. In either case plagiarism is not acceptable and should be addressed.

Principles

This Policy is underpinned by several key principles:

- People who access Cardiff and Vale College must be **safeguarded** and **protected** from harm.
- Our students must be supported to achieve their potential while at College, in an environment where their **wellbeing** is fulfilled so they feel good about themselves and respect others.

Revision No:	Original
Last Revision Date:	
Next Revision Date:	13/8/17

- While at College our students will develop the **skills** they need to enable them to progress successfully throughout their lives.
- A commitment to restorative approaches to ensure that we repair harm and build relationships.

The College is committed to:

- Setting up procedures to be followed if plagiarism is suspected.
- Ensuring these procedures take account of those set down by awarding bodies.
- Training all relevant staff in these procedures and in ways of recognising plagiarism.
- Giving all learners information to ensure they are aware of plagiarism and how to avoid plagiarising in their work.
- Offer support to learners with lower level skills to enable them to develop research skills to ensure they do not plagiarise by mistake.
- Recording and monitoring all instances of plagiarism.

Responsibilities

The Board of Governors are responsible for:

- Reviewing this Policy.

Senior Management are responsible for:

- Reviewing this Policy and the attached procedures.
- Monitoring and responding to instances of plagiarism within their departments.
- Ensuring staff have sufficient training

All Teaching and Skills Support Staff are responsible for:

- Acting in line with this Policy and procedure if they witness plagiarism.
- Attending relevant CPD events.
- Making themselves aware of their relevant awarding body procedures.
- Informing learners of the policy and procedures and supporting them to access any help.

Learners are responsible for:

- Attending induction and tutorial sessions to ensure they are aware of the policy and the issues it raises.
- Behaving in a way that supports the Policy.

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Equality and Diversity Statement

In accordance with College procedures, an Equality Impact Assessment is being undertaken for this policy.

Health and Safety Implications

Linked Policies

Learning Teaching and Assessment
Student Relationship Management
Skills Strategy
Student Bullying and Harassment Policy

Linked Procedures

JCQ Suspected Malpractice in Examinations and Assessments

Location and Access to the Policy

This is available from the website/ staff intranet/ Moodle and may be out of date if printed.

Date approved: 13/2/15

Approved by: QSB

Review date: 13/8/17

Responsible Manager: Dean of Quality Improvement

Executive Lead: VP Curriculum and Standards SJ

Accessible to Students: : Yes

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