

 <p><i>'Creating Brighter Futures' is the underpinning mission and purpose of FNTC. (Inspiring learning to achieve success)</i></p>	<p>Policy Number: PP-DTLAQ-13</p> <p>Version: 1</p> <p>Issue Date: March 2016</p> <p>Review Date: March 2019</p>
<p>Policy title: Plagiarism Policy and Procedure</p>	
<p>Policy author:</p>	<p>Jacqueline Doherty</p>
<p>Policy Owner:</p>	<p>Jacqueline Doherty</p>
<p>Impact assessment status:</p>	<p><input checked="" type="checkbox"/> Initial screening complete, no adverse impact/potential for adverse impact <input type="checkbox"/> Full impact assessment required</p>
<p>Approved by: SLT</p>	<p>Date: March 2016</p>
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1. Introduction

FNTC takes the offence of plagiarism seriously and is considered unacceptable at any level. The centre is committed to ensure it complies with the requirements of awarding bodies and all other quality assurance processes. FNTC is able to demonstrate that it has procedures in place to maintain the integrity of its assessment procedures.

This policy serves as guidance to learners to inform of the nature of plagiarism, its seriousness and the implications that may be imposed where plagiarism is detected. Plagiarism is defined as the way of copying or using someone else's work and presenting as if it was done by them. Plagiarism can be present in the work submitted in any area such as coursework submission, presentation or any other form of assessment.

There are two forms of plagiarism

1. Copying of material from other sources such as Text books, Magazines, Journals, Internet, use of images from any other sources which is included in any work submitted for assessment and it has not been acknowledged about the source of information or the content of the material, this includes either referencing standards has not been fully or properly followed or not followed at all.
2. Coursework presented by a learner as it is their own work although it was created or worked out by another student or group of students but presented as if it was the work of the that person's individual work. In other words using the content of some other students work and presenting in way that it is their individual work.

Some of the examples of plagiarism include but not limited to:

- Copying of matter directly from the text book, word for word
- Using a phrase or sentence that you may have found interesting from somewhere else
- Including the content or text from the Internet directly.
- Using the research analysis figures or statistical figures of another person's research work without referencing.
- Using images, diagrams, flowcharts directly without referencing
- When a student includes someone else's research work information in their coursework, they should give full reference of the source of information
- Collusion: except where the coursework is group work, any work submitted by a student should be fully his own contributed work and fully referenced. Each individual's work within a group work should be clearly identifiable.

2. Scope

All learners of all programme types are in scope of this policy.

3. Objective

The objectives of this policy are to clearly define plagiarism and to clarify the process and lines of responsibility for dealing with the act of plagiarism to that there is transparency and clarity of expectation for all learners.

4. Responsibilities

- The responsibility for acknowledging all sources of research and work used lie with the learner.
- The responsibility to ensure that the assessment is reliable, authentic and fair lies with the assessor.
- The IQA will quality assure the assessment processes and ensure any concerns are reported to DTLQ.
- The Director of Teaching, Learning, Assessment and Quality will be responsible for dealing with any practice that contravenes the learner code of conduct.
- The CEO will investigate any appeals following the outcome.
- Any external concerns will be referred to DTLQ for investigation.

5. Implementation/Procedures:

When a plagiarism is suspected by a tutor or assessor it will be thoroughly investigated. After investigation, if it is confirmed that the student has plagiarised their work the procedures followed will depend upon the intent of the plagiarism and to what degree. Consideration will also be given to whether the learner has previously been involved in plagiarism.

Procedure for dealing with plagiarism committed unintentionally

- If the plagiarism is found in the first or second assignment of a student who has less experience of UK education, it may be classified as unintentional.
- If the tutor confirms that the learner has been involved in plagiarism then a meeting is arranged with the learner to find out whether he was aware that some of his work has not been referenced or not referenced properly as relevant.
- The meeting normally arranged within two weeks of the submission of the coursework.
- As this is the first time the learner is involved in plagiarism, this meeting is intended to offer support & guidance to the student and explain the proper way of writing techniques and the expected way of referencing. In this meeting the learner is also warned of the consequences they may face if it is continued for future coursework or assessment submissions.
- If the learner admits the plagiarism act, then the concerned tutor/assessor shall report the matter and the outcome of the meeting to the Director of Teaching, Learning, Assessment and Quality to decide the course action to be taken.
- If the learner admits the act, then he/she should be asked sign the letter at the end of the meeting. The learner should be given opportunity to discuss if any other coursework or assessments have been plagiarised.

The course of action for unintentional plagiarism may be one of the following depending upon the level of plagiarism involved in accordance with the code of conduct policy.

- The learner receives an initial warning from the Director of Teaching, Learning, Assessment and Quality.

- The learner resubmits the coursework with improperly referenced work in a proper way or unreferenced section properly referenced as per the guidelines
- The learner resubmits the whole coursework again

Procedure for dealing with plagiarism committed intentionally

- If a learner is found to plagiarised intentionally guidance & support would have been received at the initial stages.
- If the tutor confirms that the learner has been deliberately involved in plagiarism, the case is referred to the DTLAQ who will look into the details of the case on an individual basis as to the nature of the offence.
- The tutor shall submit the following documents to the DTLAQ, when the case is forwarded
 - The coursework material submitted and assessed as plagiarised
 - Evidence of learner's acceptance of centre's plagiarism process copy signed at the initial meeting
 - The learner's confirmation that the coursework has been submitted by them
 - Areas outlined by the tutor where and how it has been identified.
 - The DTLAQ shall look into the case and if it is confirmed this may lead to initiating disciplinary procedure in accordance with the learner conduct policy.
- Learners who wish to appeal against the decision on unintentional plagiarism must do so in writing to the CEO of the centre within two weeks of being notified of the decision.

6. Communication

Once approved this policy and procedure will be shared via all staff email and stored in [Cross Centre\Policies and Procedures](#) . The policy and procedure will be discussed at team meetings as well as being added to the office files for all staff to have reference.

7. Monitoring and Evaluation

This policy will be reviewed every three years.

As part of quality and curriculum review processes there will be an audit by the Director of Teaching, Learning, Assessment and Quality of the plagiarism policy and procedures to determine that policy and processes are being implemented effectively to improve retention, success, achievement and progression. This will be done by reviewing:

- Samples of core planned activity
- Reviews
- Lesson observations – 1:1 and group tutorials
- Learning walks
- Records of Learner voice and reps
- Student questionnaires
- Complaints and Appeals records

8. Associated Information, Guidance and related Policies

Learner conduct and performance

PP-DTLAQ-07

Initial Equality Impact Assessment	
Audit Prompt	Response
Name of document: Plagiarism Policy	
Author of document: Jacqueline Doherty	
Initial screening questions	
1. What is the aim or purpose of the document?	This policy serves as guidance to learners to inform of the nature of plagiarism, its seriousness and the implications that may be imposed where plagiarism is detected.
2. Who is affected by the document? <ul style="list-style-type: none"> • Staff • Learners (please indicate which groups) • Members of the general public (please specify who) 	All staff and all students
3. Has anyone complained about the document? (if yes, give details)	No
4. Does the document have the potential to cause adverse impact or discriminate against different groups of people?	No
5. Does the document make a positive contribution to equality & diversity in the Centre?	Yes

A full impact assessment will be needed if this initial screening reveals an adverse impact, or potential for adverse impact on people with protected characteristics.

Refer to full Impact Assessment (Yes/No) and reasons why	No
If yes, Priority Level (High, Medium, Low)	

A handwritten signature in black ink, appearing to read 'Jacqueline Doherty', written in a cursive style.

Signed:

Name:

Jacqueline Doherty DTLAQ Date: 20.5.16