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**Plagiarism Policy**

1. **Definition of Plagiarism**

* Submitting another’s published or unpublished work, in whole, in part or in paraphrase, as one’s own without fully and properly crediting the author
* Submitting another person’s written work as one’s own original work
* Using someone else’s idea without referencing the source
* Using pictorial work without permission or referencing the source

1. **Guidelines for academic staff**

* Wherever possible, it is expected that departments require students to use *Turnitin* with draft and final pieces. This is good practice and also encourages students to adopt good study habits.
* An explanation of acceptable and unacceptable forms of work must be given to students during the induction to their course. This should be reiterated at points throughout the academic year as appropriate. The principle that all work handed in by a student must be their own and not copied, should be enforced at all stages of the assessment process.
* If an allegation of plagiarism is made against a student, the teacher concerned should in the first instance talk to the student explaining the suspicions and ask the student to respond with reasoning and/or evidence.
* If plagiarism is suspected the Head of Department or Internal Verifier (as appropriate) should be informed and should examine the work/materials before discussing the findings with the student. The student’s Senior Tutor should also be told about the issue at this point.
* At this meeting a copy of the unmarked work should be given to the student and the original retained by the subject teacher.
* A student found guilty of plagiarism will be subject to disciplinary action and the College Student Disciplinary Procedure will apply. The appropriate Senior Tutor will be involved at this stage. A record of a proven allegation of plagiarism will be kept on the student’s file in accordance with the Disciplinary Procedure.
* Penalties for plagiarism will follow Awarding Body guidelines and may include:

Work should not receive a grade

Student retakes the assignment or unit

Failure of the assignment/unit

Reduction in the final course grade

Student being withdrawn from that course and barred from sitting exams with a particular awarding body

For fuller guidance see relevant [JCQ documentation](https://www.jcq.org.uk/exams-office/malpractice/plagiarism-in-examinations).