PLAGIARISM POLICY AND PROCEDURES

2022/23

Responsibility

SMT member: **Principal**
Together with: **SMT**

Aims

- To make all students aware of what plagiarism is and how to avoid it.
- To advise staff on recognising plagiarism.
- To summarise actions to be followed when plagiarism is suspected.
- To summarise disciplinary action to be taken when plagiarism is detected.
- To make sure students are aware of the consequences of plagiarism.
- To make all students aware of malpractice associated with the misuse of AI.

Procedures

Avoiding plagiarism

1   All students will be required to sign to declare that they have read and will abide by the College regulations (which include a section on plagiarism and AI).

2   All students receive guidance on avoiding plagiarism and misuse of AI during subject induction and throughout the course, especially when coursework is being prepared.

3   All teaching staff receive guidance from their Heads of Department on recognising plagiarism and misuse of AI, and in developing the skill in students of correctly referencing work.

4   Teaching staff should be aware of examining body guidelines on the

5   Teaching staff should be aware of students whose quality of class work is generally lower than any coursework submitted or if there is a noticeable difference in written style.

6   Where appropriate, students will be asked to submit coursework or homework via electronic platforms like Turnitin which scans for plagiarism and use of AI.