

Plagiarism Policy

What is plagiarism: If you submit an assignment that contains work that is not your own, without indicating this to your quality assurer or lecturer (acknowledging your sources), you are committing 'plagiarism' and this is an offence.

This might occur in an assignment when:

- using a choice phrase or sentence that you have come across
- copying word-for-word directly from a text
- paraphrasing the words from a text very closely • using text downloaded from the internet copying from the notes or essays of a fellow student
- copying from your own notes, on a text, tutorial, video or lecture, that contains direct quotations.

Although you are encouraged to show the results of your reading by referring to and quoting from works on your subject, copying from such sources without acknowledgement is deemed to be plagiarism and will not be accepted by the College. This means that you must make it clear which words and ideas are yours and which have come from elsewhere, through the use of quotation marks as well as in-text citations.

Where plagiarised material is included in assignments, tutors are likely to notice the shifts in style and may be aware of the source.

The temptation to plagiarise may arise from lack of self-confidence or from a lack of understanding about the aims of the assessment and about what is required of you. Assignments provide a vehicle for assessing your performance during your assignment and contribute to your overall result and achievement.

However, they also assist you in understanding your subject and aid your learning on the subject. When you attempt to use the ideas and terms of the subject independently, you learn more thoroughly and develop your own writing style.

By submitting work that is not your own you are denying yourself the benefit of this valuable learning strategy. Copying the work of others would be counter-productive to your goal of understanding the unit work and to real achievement.

Submitting work that has been done by someone else and persistent borrowing of other people's work without citation are obvious instances of plagiarism and are regarded as cheating.

Paying for work from other sources and submitting it as your own is also cheating. It is intellectually dishonest to cheat and thus give one student an unfair advantage over others.

Transferring your assignments to others, with the knowledge that another student may plagiarise the assignment will also lead to a penalty.

Plagiarism Offence 1 and Warning penalty 1

The student/learner is unaware of how to attribute sources correctly or the regulations about plagiarism. A substantial part of the work is the candidate's own.

Plagiarism Offence 2 and Penalty 2-4: Loss of Marks

Plagiarism from work cited in bibliography. It is not clear which parts are original and which parts are quoted.

Plagiarism Offence 3 and Penalty 5 – 9

Plagiarism text becomes the substance of the work submitted. It is not listed in the bibliography. There is no clearly distinguished work for which a mark can be safely given.

Penalty: Loss of aggregation or certification opportunity

Copying from another Students

There may be the temptation to copy from other students' work, especially if you have not planned your time and are close to a submission deadline. The advice is plan your time well and do not copy other students' work.

For copied work the following penalties apply.

Copying Offence 1

Lending coursework, not knowing it would be copied.

Penalty: Warning penalty 1

Note: This penalty affects the lender

Coping Offence 2

Permitting examination script/coursework to be copied; showing other students/learners the answers

Penalty 2-4: Loss of marks (aggregation still permitted)

Note: This penalty affects the lender

Copying Offence 3

Copying from another students/learners script/coursework; borrowing coursework to copy: Penalty 5-9: Loss of aggregation or certification opportunity

Note: Penalty affects the person copying

Standard College Penalties

Penalty

1. Warning (centre can be advised to give warning)
2. Loss of all marks gained for single piece of coursework
3. Loss of all marks gained for a component
4. Loss of all marks gained for a unit
5. Disqualification for the unit

6. Loss of all marks gained from all components/units in a single qualification taken during the series
7. Disqualification from the whole qualification
8. Loss of all marks gained from all components/units in all qualifications taken during the series
9. Disqualification from all qualifications taken in that series