



Plagiarism and Cheating Policy

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Plagiarism and Cheating Policy

Purpose of the Policy

It is important that students are made aware of the seriousness of plagiarism and cheating – academic dishonesty and the procedures in place for any case of suspected plagiarism or cheating.

Definition

The representation of the work, written or otherwise, of any person, including another student, or any institution, as the candidates own.

Plagiarism includes:

Examples of plagiarism are as follows:

- the exact copying of another's work without acknowledgement
- the close paraphrasing of another's work by simply changing a few words or altering the order of presentation, with acknowledgement
- the use of online paraphrasing software such as spinbot etc
- unacknowledged quotation of phrases from another's work

- the deliberate and detailed presentation of another's concepts as one's own
- the act of using the ideas of another's as one's own.

This list is not exhaustive.

Cheating includes:

- communicating with or copying from any other student during an examination/test or in conjunction with any other assessment.
- communicating during an examination with any other person other than a properly authorised invigilator or another authorised member of staff.
- introducing any written or printed material into the room where the examination/test is taking place unless expressly permitted by the Awarding Body or regulations of the programme of study
- gaining access to unauthorised material during or before an assessment
- in any other way the provision or assistance in the provision of false evidence of knowledge or understanding in assessments.

Procedure

The following two stage procedure is to be used in any case of suspected academic dishonesty.

Stage 1 Informal Stage

The purpose of this stage is to decide whether there is sufficient evidence of where plagiarism or cheating has occurred, for the case to be passed to a formal enquiry.

Where a student is suspected of plagiarism/cheating (academic dishonesty), the tutor should ask a colleague either to double mark or double check the work for which it is suspected that the student was dishonest. The tutor should then decide whether the student has been academically dishonest or whether it was a case of the student failing to understand the meaning of plagiarism or cheating. Where the tutor is unclear which category the 'offence' falls into, they should consult the Head of Department and/or Head of Quality

Where sufficient possibility of plagiarism does exist, Stage 2 of the procedure should be put into operation within 10 working days of the completion of Stage 1.

GUIDANCE: It is likely that L2 or newly enrolled L3 students may be learning skills of referencing and instances of plagiarism will be dealt with as part of the learning of that student. For example, work might be marked, annotated and corrections made. However, a L3 student towards the end of their studies should not be making such errors and the teacher would be applying the informal stage more strictly. L4 and above and HE students should always submit work correctly referenced.

Where the plagiarism is unintentional or naïve, the work can be corrected and re-submitted in line with any guidance relating to Resubmissions imposed by Awarding Organisations or Higher Education Institutions.

Stage 2 Formal enquiry

Students accused of academic dishonesty will be interviewed by a panel comprising: an independent chair (Head of Quality), Course Leader, Head of Department and Tutor. An Administrative Assistant nominated by the Head of Department will support the panel and ensure that the panel and the student are notified of the date and time of the panel hearing and receive copies of all the written material to the case at least five working days prior to the hearing.

The tutor who suspects that the student has been academically dishonest will present the case to the panel, normally in person. The student will be given the opportunity to put a case and may bring a fellow NESCOT student or parent/carer, but only the student will have the right to address the panel. Normally both parties will remain present throughout the hearing. If the student has a disclosed support need, they can also bring in someone from the support department.

The student will have a final opportunity to reply to the case. The parties will then withdraw and the panel deliberate and reach a reasoned judgement which will be recorded in the formal minutes as a recommendation to the examining body.

The panel will report its decision to the student in writing within five days of the hearing.

Appeals against the decision of the Board in cases of academic dishonesty will follow standard College procedures for academic appeals.

[Link to Academic Appeals Procedure](#)

Where a case of academic dishonesty has been established

The Panel shall judge the nature of the offence and exercise its discretion in relation to penalties as appropriate to the case. It shall have the authority to deem the student to have failed in part or all of the assessment(s), to deem the unit/module to have been failed or to exclude the student from the course. The Panel will also determine whether or not the student should be permitted to be reassessed. If academic dishonesty is detected after an award has been confirmed, the award may be reconsidered.

All proven cases of academic dishonesty and the action taken shall be reported to the awarding organisation/examination body.

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