

Christ The King Sixth Form College

Plagiarism and Academic Honesty Policy

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- ✚ Provide the highest standards of teaching and learning.
- ✚ Expect students to show commitment to their studies and the Christian values of the College.
- ✚ Provide equality of opportunity, with mutual respect and positive encouragement.
- ✚ Build and further develop a partnership with parents, schools, parishes, higher education and the local community.
- ✚ Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the whole College.

1 Policy Statement

- 1.1 The College does not condone plagiarism and will take appropriate action if it is detected in the work of students enrolled on any course.
- 1.2 The College will take steps to ensure that students are made aware of what constitutes plagiarism and will keep the College community updated on such issues.
- 1.3 The policy outlines the College's approach to issues of plagiarism within learners' academic work and aims to provide guideline for staff when dealing with plagiarism. It also stresses the emphasis that it places on academic honesty and the ways in which the development of such values are to be encouraged with students.

2 Definitions of Plagiarism

2.1 Plagiarism can be identified as:

- 1 **Copying directly from a text** (book, magazine or printed source) without reference to its author, or using an appropriate referencing system. (The word 'copying' can mean copying a sentence or paragraph verbatim without acknowledgment, or simply replacing a few words. Paraphrasing is also copying if sources are not acknowledged at any stage and if the general sense of the text is not taken further in terms of the student's own analysis).
- 2 **The use of electronic sources** (internet, web pages, images etc) without reference to the original source, and/or suggesting that these are the student's own work.
- 3 **Direct facsimile of an image** without due acknowledgement of its source.

Any of the above can constitute plagiarism.

3 **Features of the Policy**

- 3.1 Plagiarism has become a growing problem in academic work often due to proliferation of information sources now available to students. Students will be encouraged to avoid any possible incidents of plagiarism accidental or deliberate.
- 3.2 Staff will advise students of their responsibilities towards plagiarism and academic honesty at Induction, during the setting or coursework briefs and throughout the execution of coursework.
- 3.3 Cases of plagiarism by individual students, after advice and warnings have been given, will incur severe penalties, which may include the withdrawal from one or all of their examinations entries.
- 3.4 The College will promote information on plagiarism as it is made available. This will be placed in the LRC, and within individual departments.
- 3.5 Confidentiality must be respected during any investigation of plagiarism.

4 **Guidelines for staff**

- 4.1 Teaching staff are expected to advise students on the relevant legal requirements when using material related to their subject. They should emphasise the importance of academic honesty and stress the value of referencing sources used.
- 4.2 Examples of plagiarism should be kept (periodically and without reference to named student) to show the students how problems can occur.

- 4.3 Staff who supervise and/or mark coursework must ensure that the work submitted in the student's own. They should monitor the submission of work, ensuring that all coursework is assigned and dated on receipt, to avoid plagiarism between students. A final check should be made before dispatch to examiners.
- 4.4 Students should note precise web page addresses when using internet sites, and record this in their bibliographies/lists of sources.
- 4.5 LRC staff will provide guidance to individual students on referencing and this will also form part of the induction talk given to all students.

5 **Procedures**

- 5.1 The policy should be introduced to students during departmental induction and again when setting coursework modules.
- 5.2 Guidance should be given to students through departmental assessment feedback.
- 5.3 Coursework briefs should contain advice with regard to 'copying' where appropriate. The requirements for students to keep their notes and references should be stressed in case of the need to check these at a later date.
- 5.4 Staff who suspect plagiarism should ask students to submit their research notes and/or a list of their sources in order to clarify their original intentions.
- 5.5 If plagiarism is suspected, the exact nature of the problem should be identified and explained to the student at the earliest stage possible (preferably first draft). Their response to the allegation should be recorded in writing and should take the following form:
 - (i) Description of the nature of the alleged plagiarism and a summary of the evidence.
 - (ii) Confirmation of the time, place of (and persons present at) the interview.
- 5.6 If, following this investigation, it is considered that plagiarism has been proven, but is a relatively minor case (ie is not the final draft of coursework), then the Head of Department will issue a warning to the student and a copy of this should be sent to the relevant Senior Pastoral Manager for inclusion in their file.
- 5.7 If it is considered that the case of plagiarism is proven, and of a substantive nature (ie final coursework which is ready for marking/dispatch to moderator), then the following procedures will apply:

- 1 The Head of Department will meet the student and inform them that the work may not be submitted for assessment and that they will therefore score '0' for that particular module or section of module. Details will then be forwarded to the relevant Senior Pastoral Manager for inclusion and their student file and copied to the Vice Principal for information.
- 2 A letter will be sent to the student's parent/guardian informing them of the decision taken. This will offer them the opportunity to meet with the relevant staff. At this stage an appeal can be lodged with the Vice Principal, in line with the college complaints procedure.

6 **Publication of the Policy**

- 6.1 All staff have responsibility for drawing the attention of students to the contents of this policy.
- 6.2 The policy will be placed on the College Intranet for information and a paper copy can be obtained from the LRC.