



Plagiarism Policy

Doc No. To be completed by Quality

To be completed by Quality:

Issue	Date of 1 st Issue	Last Reviewed	Date of Next Review	Responsibility of
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This document can also be produced in alternative formats upon request.

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Document Development

Please complete with details regarding the development of this Policy.

D1. Working Group

Details of staff who were involved in the development of this policy:

Name	Position

D2. Consultation

Details of staff, external groups or external organisations who were consulted in the development of this policy:

Please refer to Equality Screening Consultation Guidance.

Name	Organisation	Date

D3. Approval Dates:

Details	Date Approved
Equality Screening <i>(please refer to Equality Screening Guidance)</i>	
Quality Checked <i>(please refer to Quality Checklist)</i>	
SLT	
Governing Body <i>(SLT to decide if PPS needs to go to Governing Body)</i>	

D4. Communication Plan:

Please provide details and dates as to how this policy will be communicated, implemented and disseminated:

Action:	Action by:	Date:

D5. Document History

Issue no. under review (Please see the front page)	Date of review: (Date)	Who was involved in reviewing the document? (Name/s)	Were changes made to the document after reviewing?	If changes have been made, please provide brief details:	New Issue No.	If Yes, did the document need to go through consultation again?	If Yes, did the document need to be Equality Screened again?	If Yes, date those affected by document will be alerted of updated document:
			(Yes or No)			(Yes*/No)	(Yes*/No)	(Date)

* If you answered 'Yes' in columns E or F, you must forward details of additional consultation and/or screening to the Equality Officer.

1. Introduction

This policy has been aligned to and meets the requirements of the revised UK Quality Code under Expectations for Standards and Quality. For further information, please click on the link: <https://www.gaa.ac.uk/quality-code>. The aim of this policy is to ensure and encourage students to adopt good academic conduct in respect of assessment and ensure students are informed of the consequences of academic misconduct.

2. Policy Statement

In all assessed work students should take care to ensure the work presented is their own and fully acknowledge the work and opinions of others through proper referencing and citation. It is also the responsibility of the students to ensure that they do not undertake any form of cheating or other form of unfair advantage.

2.1. Examples of cheating includes:

- Communicating with or copying from any other student during an examination except in so far as the examination regulations may specifically permit this e.g. group assessments.
- Communicating during an examination with any person other than a properly authorised Invigilator or another authorised member of staff.
- Introducing any written or printed materials into the examination room, unless expressly permitted by the examination or programme regulations.
- Introducing any electronically stored information into the examination room, unless expressly permitted by the examination or programme regulations.
- Gaining access to an unauthorised material relating to an examination during or before the examination.
- Obtaining a copy of an “unseen” written examination paper in advance of the date and time for its authorised release.
- In any other way, the provision, or assistance in the provision, of false evidence or knowledge of understanding in examinations.

3. Scope

This policy and procedure applies to all forms of assessment, internal and external. Where Higher Education Institution and or awarding bodies have their own published procedures these may take precedence over the college policy.

4. Legislation

The Human Rights Act 1998 applies to the operation of this policy.

5. Responsibilities

All staff has a responsibility to give full and active support for the policy by ensuring:

- a) The policy is known, understood and implemented.

- b) All students on all programmes on all levels are made fully aware at Course induction by college staff i.e. Course Director and Module Tutors of how to reference material properly and learning sources used and researched by students.
- c) It must be noted that within this policy that academic malpractice committed by Further Education students will be managed through the Course team. Offences committed by Higher Education students will be managed through the course committee and assessment/examination boards. In all cases, due investigative process as outlined in section 6 below shall be completed, with the results and a provisional recommendation available for consideration by the Course Board of Examiners meeting.

6. Actions to Implement and Develop Policy

- 6.1. It is appreciated, that the circumstances of individual irregularities and frauds will vary, but it is important that all are vigorously and promptly investigated and that appropriate remedial action is taken. It is an academic offence for a student to act in a manner whereby he/she gains or attempts to gain an unfair advantage. Such acts will be dealt with in accordance with the procedure set out in this policy. Such acts shall be dealt with in accordance with the College disciplinary procedures.
- 6.2. To authenticate that the work submitted for assessment has been carried out by the student, the College requires all students to use 'Turnitin' software. All Higher Education students will be required to submit an originality report for all assessment coursework that is submitted either in hard copy or electronically. It is the student's responsibility to validate their coursework via 'Turnitin' before submission to the designated lecturer. Training for students on the use of 'Turnitin' will form an integral component of the students induction programme. For each submission, students will also sign a declaration of ownership of coursework which is available at the reception desk in each campus.
- 6.3. The determination of whether cheating, plagiarism or other forms of unfair advantage (referred to in this document as academic irregularities) has occurred is not a matter for the Academic and Quality Standards Committee (AQSC) (internal or external) but will be dealt by Course Team/Committee. Where the course is validated through collaborative or franchised arrangements by a Higher Education Institution, their policy and procedure on plagiarism will take precedence. College policies and procedures will take precedence in the case of an OU validated programme.
- 6.4. The facts must be established initially by the Module Tutor and subsequently any sanction can be applied which may affect the students overall performance. **All sanctions will be agreed by the Course Committee.**
- 6.5. An allegation of cheating, plagiarism or other unfair advantage is not the same as proof of the incident.
- 6.6. Once the facts have been established, it is then for the Module Tutor, course team, course committee to judge the seriousness of the case and to exercise discretion accordingly, having regard to institutional precedent where appropriate. All

confirmed cases of plagiarism will be presented to the Academic and Quality Standards Committee meeting that has the ultimate responsibility in issuing the appropriate penalties under the guidance of the relevant course committee.

It is imperative that all Module Tutors highlight any concerns of plagiarism or academic malpractice within the assessment feedback provided to students.

Definitions and Examples

There are different forms of “academic irregularity” all of which may be the subject of the procedures described below. However, it is not possible to state categorically that, in all cases, every perceived academic irregularity will be proved once that matter is investigated (e.g. the copying of a design or a work of art may not in all instances amount to plagiarism – see below, Section 6.7). Each case will have to be considered on its merits and on the basis of the strength of evidence. The following sections are different types of academic irregularity.

6.7. Plagiarism – Plagiarism is defined as the presentation of work by others as the writer’s own without appropriate acknowledgement. Examples of plagiarism are:

- The inclusion in a student’s work of more than a single phrase from another person’s work without the use of quotation marks and Acknowledgement of the sources.
- The summarising of another person’s work by simply changing a few words or altering the order of presentation, without acknowledgement.
- The substantial and unauthorised use of the ideas of another person without acknowledgement of the source.
- Copying the work of another candidate, with or without that candidate’s knowledge or agreement.
- Students should also be aware of AUTO PLAGIARISM which is deemed as a very serious academic offence. “Auto plagiarism occurs where a student’s own work is re-presented without being properly referenced.

6.8. Collusion – Collusion exists where a candidate:

- Submits as entirely his/her own, with intention to gain unfair advantage, work done in collaboration with another person.
- Collaborates with another student in the completion of work which is intended to be submitted as that other candidate’s own unaided work.
- Knowingly permits another student to copy all or part of his/her own work and to submit it as that candidate’s own unaided work.

6.9. Falsifying Data – The presentation of data in laboratory reports, projects etc. based on experimental work falsely purported to have been carried out by the student, or obtained by unfair means.

6.10. Personation – “Personation” is the legal term of what is usually referred to by the lay person as “impersonation”. Personation is thus the assumption by one person of the identity of another person with intent to deceive or to gain unfair advantage. It may exist where:

- One person assumes the identity of a candidate, with the intention of gaining unfair advantage for that candidate;
- The candidate is knowingly and willingly impersonated by another with the intention of gaining unfair advantage for himself/herself.

6.11. Ghosting – Ghosting exists where:

- A student submits as their own work which has been produced in whole or part by another person on their behalf e.g. the use of a ghost writing service i.e. buying assignments off the internet;
- A student seeks to make financial gain or other material gain by using work, which they have written or produced, available to another student.

6.12. Dishonest Practice – The use of any other form of dishonest practice not identified by the above definitions.

7. Procedures used to deal with the above

7.1. Initial Procedure for Course Assessment.

- When an academic irregularity is suspected, the member(s) of academic staff concerned should first discuss the matter informally with the student(s). The student(s) will be given the opportunity to present his/her case. Students are encouraged to make their presentations within five working days of the concern being raised with them.
- If the student(s) concerned admits to the academic irregularity, then the member(s) of academic staff concerned shall report the matter and the outcome to the Course Team/Course Committee within two working days, for the Course Team to determine the action to be taken.
- In cases where the student admits misconduct the student should be required to sign a letter to that effect. The student should also be given the opportunity to declare academic misconduct in other work that they have submitted. This statement will be held on file for the duration of the student's course.
- If this informal meeting does not resolve the matter the member(s) of staff concerned should then, within three days or as soon as reasonably practicable following the discovery or allegation, report the matter in writing to the Course Director. The report should contain full details about the circumstances surrounding the alleged irregularity including, if appropriate, photocopies of the student's work.

7.2. Initial Procedure for Examinations.

- Where an academic irregularity is suspected in an examination, the Invigilator concerned will inform the Exams Office, and in the presence of that colleague will inform the student of his/her suspicions and clearly annotate the student's script. The student will also be advised by the Invigilators that a full report will be submitted following the examination.
- The Invigilators will seek to confiscate any relevant evidence (for example, any unauthorised material) and allow the candidate to continue with the examination.

However, if the candidate persists with the irregularity he/she will be expelled from the room. The candidate will also be expelled from the room if he/she refuses to submit any suspected material to the Invigilators.

- Immediately following the examination, the Invigilator will submit a full report of the matter to the Exams Office.
- If the student(s) concerned admits to the academic irregularity at the point of being challenged by the Invigilators, then the Invigilator's report will go to the Course Team, will go immediately, for the Course Team to determine the action to be taken.
- If a student considers other student/students to be gaining unfair advantage during an examination, it is the responsibility of the student to bring this to the attention of the Invigilator. However, no action can be taken unless the infringement of rules on behalf of the student/students is subsequently verified by the Invigilator.
- All examination irregularities and breaches of examination protocols are reported to the Quality Assurance Manager immediately following the examination for further investigation.

7.3. Action by Academic Investigating Panel.

- Where an allegation of an academic irregularity has been made in accordance with paragraph 6.1 or 6.2 and not resolved through the defined informal procedures, the matter will be investigated as soon as reasonably practicable following the discovery or allegation of the irregularity by an Academic Investigation Panel to be convened comprising of a Chair, three Heads of School (one from each Faculty). Once the investigation has been concluded a report will be sent to the Quality & Performance Manager who is the chair of the AQSC. See term of reference for Academic Investigation Panel within the AQSC Doc Appendix 4.
- The Examinations officer should notify the members of the Panel and the student(s) concerned, within three working days* of the receipt of the report, of the date, time and place of the meeting of the Panel. ***Note: If an alleged irregularity comes to light during a set of examinations, and the candidate still has some examinations to sit, this timescale shall be extended to three working days after the end of that particular set of examinations.**
- The student(s) should be provided by the Panel with full details of the alleged irregularity and informed of his/her right to appear before the Panel, accompanied by a friend or representative of his/her choice and to submit a written statement of mitigation concerning the alleged irregularity. Failure by the student(s) to appear before the Panel or to submit a statement will not prevent the investigation proceeding.
- The Panel may call witnesses, as appropriate, to substantiate the allegations, and will not unreasonably refuse permission for the staff or student(s) concerned to call such witnesses as they deem appropriate.
- The Panel will interview the student(s), staff, and witnesses as appropriate, consider the student's written statement, and come to a decision on the basis of the student's statement and the supporting evidence. The student will withdraw while the Panel deliberates.
- The order of proceedings is as follows;
 - Statement of the case against the student(s) and production of evidence in support of it.
 - Statement of the case for the student(s) and production of evidence in support of it.

- Reply to the case of the student(s) provided that, except by leave of the Panel, a reply will not be allowed where the student has produced no evidence other than his/her own.
- Evidence may be received by the Panel by oral statement, written and signed statement, or statutory declaration.
- Each member of the Panel has equal status save that, in the event of a disagreement about the decision, the decision shall be made by a majority of those present.
- If the student(s) has attended, he/she will be informed of the Panel's decision at the conclusion of the meeting. The Panel will report the outcome in writing to the student within two working days of the Panel's decision. The student(s) has no right of appeal at this stage (but see below, paragraph 7).

7.4. Action by Academic & Quality Standards Committee

- If an Academic Investigating Panel is satisfied that there has been no academic irregularity the AQSC will consider the candidate's case in the usual way, and will disregard the original allegations of irregularity.
- If an Academic Investigating Panel is satisfied that there has been an academic irregularity, or if the student admits (under paragraphs 6.1 or 6.2) that an academic irregularity has taken place, the AQSC will take all the factors reported and evidence submitted into account in its consideration of the candidate's case and decide on action to be taken appropriate to the gravity of the case. This includes the power to fail the candidate for all or part of the assessment in respect of which an academic irregularity has been found to have occurred, and to determine whether the candidate should be permitted to continue on the course with or without reassessment, or whether the candidate is not permitted to continue on the course.
- It is the AQSC responsibility to decide the results of a unit affected by the academic irregularity applying relevant action, and, for courses run in partnership with a University, for the course committee to determine whether the candidate can continue on the course in the light of the overall performance, and in the light of any recommendations from the AQSC.
- Members of the AQSC who have been involved with the investigation of the academic irregularity are not permitted to be present during discussion of the matter by AQSC.
- All academic irregularities must be investigated within 15 days of the incident occurring and before the AQSC meets to ratify awards.
- Where the academic irregularity concerned is one of plagiarism, the AQSC may refer to the following guidelines in arriving at a decision on what action is appropriate (under paragraph 6.4) and the following penalties may apply (see [Appendix 1](#)).
- If a candidate is deemed by the course committee to have failed part of an assessment, because of a finding of an academic irregularity, then the examination board cannot compensate the failure

8. Students Right of Appeal

The student has a right of appeal against the decision of the AQSC in accordance with the appeals procedures as set out in the College Academic Assessment Appeals Procedure.

9. Monitoring and Evaluation

The Academic Standards & Policy Committee will monitor the operation of the policy by:

- a) Receiving termly reports on appeals received and their outcomes.

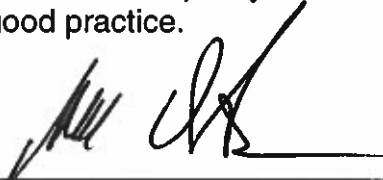
10. Related Policies

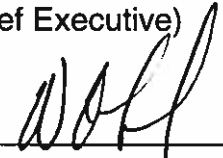
- Assessment Policy
- Late submission of course work Policy
- Conduct for internally set examinations Policy

11. Monitoring and Review

11.1. The The College will establish appropriate information and monitoring systems to assist the effective implementation of this Policy.

11.2. The College will ensure that adequate resources are made available to promote this Policy effectively and is committed to reviewing this Policy on a regular basis, in consultation with the recognised trade unions, statutory organisations such as the Equality Commission for Northern Ireland and in line with models of good practice.

Signed:  _____ Date 19-09-19
(Chief Executive)

Signed:  _____ Date 19/9/19
(Chairman of Governing Body)

12. Appendix 1: Framework of Penalties for Plagiarism Offences in taught Programmes

Please click on the link for further information:

https://www.plagiarism.org/assets/Tennant_referencetariff-1506356085.pdf

13. Appendix 2 Turnitin Software

TURNITIN SOFTWARE



What is Turnitin?

Turnitin is the global leader in evaluating student work. The company's cloud-based service for originality checking, online grading and peer review saves instructors time and provides rich feedback to students. One of the most widely distributed educational applications in the world, Turnitin is used by more than 10,000 institutions in 135 countries to manage the submission, tracking and evaluation of student work online.

How does it work?

You are required to submit your work to Turnitin. In accordance with the Turnitin Policy, Turnitin is available for you to submit your work as many times as you like before the deadline. In order to submit to Turnitin you need to log into the appropriate Blackboard course and navigate to the Turnitin assignment your lecturer has created. Once within the Turnitin link you will need to click 'Submit' and then navigate to the document you need to submit. Detailed guidance on submitting to Turnitin is available at the end of this document.

How many times can I submit my work?

Turnitin is provided as a formative tool for you and you can submit your work as many times as needed up until the deadline. You are encouraged to submit a draft of your work early to Turnitin to allow potential plagiarism and academic integrity issues to be identified and rectified. Submitting a new document to Turnitin will overwrite the previous submission, so you will not be seen as plagiarising with your previous submission. If you are unable to resubmit your work to Turnitin, contact your course instructor and request you be allowed to submit your work again. Once the deadline has passed, your final submission will be the one that is marked.

How do I access my feedback?

You access your feedback using the same Turnitin link to which you submitted your assignment. Any feedback/grade added via Turnitin GradeMark will be available for you to access once the post date has passed. To access your feedback:

Log in to the appropriate Blackboard course and selecting the Turnitin link to which you submitted.
From the Assignment Inbox select the 'View' option. This will open the GradeMark view of Turnitin highlighting the grade, any comments, QuickMarks and Rubrics used to provide feedback on your assignment.
You can also download and/or print a PDF of their feedback to keep for your records.

What is the size limit and what file types are allowed?

Your file must be less than 20 MB in size and the maximum paper length is 400 pages.

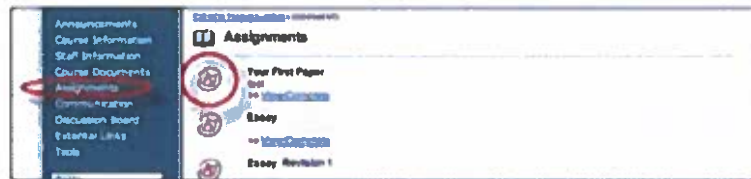
File types allowed are Microsoft Word, Excel, PowerPoint, WordPerfect, PostScript, PDF, HTML, RTF, OpenOffice (ODT), Hangul (HWP), Google Docs, and plain text.

If your file exceeds 20 MB you may remove the images or save the file as a rich text or plain text file to make the file smaller. If your file is a PDF and exceeds the 20 MB restriction you can copy the text in the document, change the upload process to 'copy and paste', and paste the text in the body field.

Submitting a Paper

Overview

Student users submit papers to a Turnitin assignment from the Turnitin assignment inbox for that particular assignment. To access the Turnitin assignment inbox the student will need to click on the *Assignments* link to view the assignments created for the course. The assignments page lists all the assignments created by the instructor for students to submit to. Turnitin assignments can be identified by the Turnitin logo to the left of the assignment.



How to Submit a Paper

To submit a paper to a Turnitin assignment in Blackboard, the user must log in and upload a file to an existing assignment. Turnitin assignments cannot accept student submissions until the assignment start date and time has passed. Assignments may also reject submissions after the due date and time set by the instructor.

To check the start date and due date information, click on the *view/complete* link for the Turnitin assignment in the assignments page. This action opens the assignment inbox showing assignment information, including start and due dates/times as well as other assignment information or special instructions.



Click on the "i" icon to the right of the assignment to view the assignment details containing information about whether resubmissions and late submissions are allowed.

There are two options for a student to submit a paper: file upload or cut and paste.

File Types and Size

Turnitin currently accepts the following file types for upload into an assignment:

- Microsoft Word™ (DOC and DOCX)*
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- OpenOffice (ODT)
- Hangul (HWP)

*Currently files created using Office 365 are not supported, please copy the contents into another word processor and save the file again.

The file size may not exceed 20 MB. Files of larger size may be reduced in size by removal of non-text content or the instructor may be contacted to request multiple assignments to submit the document in sections.

Note: Text only files may not exceed 2 MB.

Note: PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or Apple

TextEdit. If no text is copied over, the selection is not actual text.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

Note: Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

Tip: Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Tip: When converting a file to a new file format, users should rename their file with a name other than that of the original file. This is suggested to prevent permanent loss of the original formatting or image content of a file due to it being overwritten.

File Upload

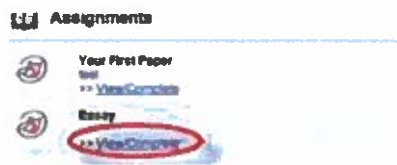
The file upload allows students to submit to the assignment by directly loading the file from their computer.

Warning: Make sure that the file type you are submitting can be accepted by Turnitin.

Note: Users whose files are saved in a file type that is not accepted by Turnitin will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

Submitting a paper by file upload:

1. In the assignments page click on the Turnitin assignment to open the assignment inbox for the chosen assignment



2. Click on the Submit button to the right of the assignment name



3. Select *single file upload* from the *choose a paper submission method*: pull down menu



4. Click the *Browse* button and select the file to upload. Fill in the *submission title* field with the

paper name



5. Click upload to upload the file. A status bar will appear displaying the upload progress



6. Review the preview panel. This is a text only version of the paper being uploaded. Confirm it is the correct version of the file to send



7. Click *Submit*

Warning: This step must be completed, or the submission is not finished. The paper will not be available to the student or the instructor



After the submission has been completed on step 7 a digital receipt is displayed on screen. A copy is also sent via e-mail to the address for the user login. Save the receipt and the paper ID it contains, as this is proof of a completed submission.

The digital receipt contains a unique paper ID number, the name of the user profile submitting, the paper title given by the submitting party, the assignment title, and the e-mail address for the user submitting, as well as the body text of the file submitted.

Cut and Paste Submissions

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need an Originality Report generated.

Please note that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

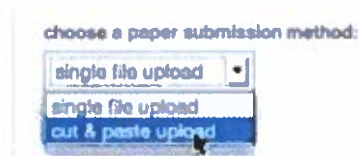
Submitting a paper by copy and paste:

1. In the assignments page click on the Turnitin assignment to open the assignment inbox for the chosen assignment

2. Click on the submit icon to the right of the assignment name



3. Select *cut & paste* from the *choose a paper submission method*: pull down menu



4. Fill in the submission title field and copy the text from the text document. This must be done from a word processor able to open the file to submit content from. Do **not** manually type an entire paper in the copy/paste field, which could cause the user login to time-out, losing all the entered data

submission title: *

cut and paste your paper: *

TIP: To cut and paste text, highlight the text of a paper in a word processing or text editing program and select *copy* from the edit menu. To transfer the text into your browser, place your mouse cursor in the text box of the submission page and select *paste* from your browser's edit menu

5. Click *submit* to complete the cut and paste submission of the text pasted into the content box



Resubmitting

Some assignments may allow students the ability to overwrite their previous submissions until the due date and time set for the assignment. This option can be set by the instructor on an assignment by assignment basis. If overwriting is not enabled, the instructor must manually delete a previous submission to allow the student user to submit a second file.

Note: Only a single file may be submitted by a student user to any Turnitin assignment. Any second or subsequent submission will overwrite the original file submission in this assignment. Multiple files cannot be uploaded to the same assignment by a student.

Tip: If there is more than one file that must be submitted to complete the directions given by an instructor, contact the instructor immediately. Additional assignments may be created, or the student users may need to combine multiple documents into a single file of an acceptable file type to be uploaded into Turnitin

How to Resubmit to an Assignment

Resubmitting a paper is handled in an identical manner as a first time submission to an assignment. Follow the steps for a first time submission as listed in this manual.

Note: When a student user clicks on the *Resubmit* button in the class portfolio page for an assignment allowing overwrite resubmission, a warning pop-up will appear. This serves to notify the student user that, if available, Originality Reports for any resubmission that is made in this assignment will require an additional twenty four hour delay to generate.

This applies to all submissions past the first submission made by any student user in any assignment.