



## PLAGIARISM POLICY

### Introduction

Brockenhurst College is committed to ensuring that plagiarism is detected, investigated and the appropriate sanction applied. As a College we are responsible to ensuring that the assessments learners undertake are a fair and accurate representation of their work and of the knowledge and skills they have attained.

### The objectives of this policy are:

- To enable learners to understand what is meant by plagiarism
- To give examples of plagiarism
- To enable learners to produce high quality work which is their own and meets the demands of their studies
- To set out how instances of plagiarism will be treated.

### What is plagiarism?

Plagiarism involves copying another person's work, ideas and words and passing it off as one's own. It is fundamentally dishonest as it suggests that a learner is seeking an unfair advantage over other learners. It discredits the qualification and is disrespectful to lecturers/assessors.

### Examples of Plagiarism

- Copying another learner's work and submitting it as your own.
- Using a phrase or sentence that is not your own without referencing or acknowledging the source.
- Copying word-for-word directly from a text without proper referencing.
- Summarising a passage without putting it into your own words.
- Paraphrasing the words from a text very closely even when you are taking material from more than one source and adding your own comments linking the passages – composite paraphrasing.
- Using text downloaded from the internet.
- Borrowing statistics or facts from another person or source.
- Copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources.
- Copying from the notes or essays of another learner.
- Copying notes and hand-outs provided by lecturers/assessors directly.
- Allowing another learner to copy from your own work.
- Copying from your own notes, on a text, video or class notes, that contain direct quotations from another person/source.
- Working in a group and not accrediting individual submissions.
- Resubmission of work previously submitted for another assignment.

### **Responsibilities:**

It is the responsibility of all learners and staff of Brockenhurst College to ensure that learner work submitted for the purpose of assessment is the learner's own work.

It is the responsibility of learners to:

- Read the plagiarism policy
- Ensure that work submitted for assessment is their own work
- Ensure that the words and arguments of others are appropriately cited and referenced using an accepted referencing system (e.g. the Harvard referencing system)
- Complete the declaration to acknowledge and confirm that the work submitted is their own.
- Avoid sharing electronic versions of their work with other learners

It is the responsibility of lecturers and assessors of Brockenhurst College to:

- Explain at induction what is meant by 'plagiarism' and other forms of academic misconduct
- Draw the learners' attention to the College's policies on plagiarism and misconduct and the consequence of non-compliance
- Emphasise to learners the unethical nature of plagiarism and why it is wrong
- Model integrity themselves
- Ensure that learners have the knowledge and skills required to minimise the risk of plagiarism by teaching them to reference correctly and insisting that referencing and bibliographies are used from day 1
- Include an
- Authenticate the submission of the learner work as required
- Ensure Assignment/coursework front sheets contain a statement which reads *"I understand how I will be assessed for this assignment and I am aware of the outcomes and criteria this assignment meets for the unit. I confirm that all of the work submitted is my own, and I have referenced any sources of research and information I have used."* and must be signed by the student. Any pieces of work that do not have this signed statement are inadmissible
- Ensure plagiarism checks will feature in the internal verification quality process.
- Report and record incidents of plagiarism.

### **Disciplinary Procedures for Plagiarism**

- If plagiarism is suspected an investigation will be carried out and the learner will be asked to provide sources of evidence to demonstrate it is their own work
- Learners will be interviewed by the subject lecturer in the first instance, and in cases of doubt referred to the Head of Curriculum, who will inform the Director of Learning and Quality.
- If valid evidence is not produced then the learner will be placed on the College's Disciplinary Procedure
- Any decision on the outcome will reflect the weight of evidence and the minor or major nature of the case, as will the sanction.

## **Complaints and Appeals**

If the student feels they have been treated unfairly they should follow the College Complaints and Appeals procedure.

### **Associated Documentation**

Appeals Procedure  
Apprenticeship Provision, Monitoring and Tracking  
Assessment Boards Policy and Procedure  
Assessment Malpractice Policy  
Controlled Assessment Policy  
Data Protection Policy  
Development of Learning Strategy  
Equality and Diversity Policy  
Monitoring and Tracking Policies and Procedures  
Positive Behaviour Policy  
Quality Strategy  
Safeguarding  
Set Work Submission Policy  
Supporting Learners and Staff with Medical Conditions  
Teaching and Learning Policy