



Notre Dame Catholic Sixth Form College

PLAGIARISM POLICY

Policy Statement

The College does not condone plagiarism and will take appropriate action if it is detected in the work of students enrolled on any course.

The College will take steps to publish its Plagiarism Policy and ensure that students are made aware of what constitutes plagiarism and will keep the College community updated on such issues.

The policy outlines the College's approach to issues of plagiarism within learners' academic work and aims to provide guidelines for staff when dealing with plagiarism.

The policy is intended to develop the learners' academic effectiveness rather than discriminate against individual progress within a specific field.

Definitions of Plagiarism

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 acknowledgment of its source.

Any of the above can constitute plagiarism.

Features of the Policy

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.

Staff will advise students of their responsibilities towards plagiarism at Induction, during the setting of coursework briefs and throughout the execution of coursework. Further information for both students and staff can be found in the JCGQ regulations regarding plagiarism.

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 examination entries.

The College will promote information on plagiarism as it is made available. This may be found in the library / IT suite, examination noticeboards, and within individual departments.

Confidentiality must be respected during any investigation of plagiarism.

Guidelines for Staff

Teaching staff are expected to advise students on the relevant legal requirements when using material related to their subject.

Examples of plagiarism should be kept (periodically and without reference to named student) to show the students how problems can occur.

Staff who supervise and / or mark coursework must ensure that the work submitted is the student's own. They should monitor the submission of work, ensuring that all coursework is signed and dated on receipt, to avoid plagiarism between students. A final check should be made before dispatch to examiners.

Students should note precise web page addresses when using internet sites, and record this in their bibliographies / lists of sources. (See JCQ Notice to Candidates.)

Procedures

- The policy should be introduced to students during departmental induction and again when setting coursework modules
- Guidance should be given to students through departmental assessment feedback

- Coursework briefs should contain advice with regard to 'copying' where appropriate. The requirement for students to keep their notes and references should be stressed in case of the need to check these at a later date.
- 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.
- 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.

The case will then be referred by the tutor concerned to the Head of Department, who will investigate further if necessary.

- If, following this investigation, it is considered that plagiarism has been proven, but is a relatively minor case (i.e. 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 AVP for inclusion in their file.
- If it is considered that the case of plagiarism is proven, and of a substantive nature (i.e. final coursework which is ready for marking / dispatch to moderator), then the following procedures will apply:
 1. The Head of Department and Examinations Manager 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. This information will then be forwarded to the relevant AVP for inclusion in their student file.
 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 regarding the process but not the decision taken.

Students will be issued with Notice to Candidates C/P 2005 at Examination Assemblies.

The Joint Council for General Qualifications (JCQ) website has a link to their document 'Plagiarism in Exams' and may be read for further information. A list of websites which have been identified as being useful in detecting examples of plagiarism:

www.virtualsalt.com/antiplag.htm
www.plagiarism.org
www.turnitin.com

and these are websites that offer students help with coursework:

www.a-level-coursework.co.uk
www.courseworkbank.co.uk
www.courseworkhelp.co.uk
www.coursework.info
www.essaybank.co.uk
www.freestudentstuff.co.uk
www.maths-help.co.uk
www.projectgcse.co.uk
www.revision-notes.co.uk
www.sci-journal.org.uk
www.studentcentral.co.uk
www.studyzones.com
www.topcourseworksites.co.uk
www.uk-learning.net
www.essaysdone4u.com

It is the Head of Department's responsibility to ensure that students are fully informed of the significance of plagiarism and that all staff are fully briefed on the above procedures.

November 2005