

POLICY STATEMENT

TITLE

Plagiarism - Policy and Procedure

INTRODUCTION/OVERVIEW

The College condemns plagiarism which is comparable with cheating in an examination.
For the purposes of this policy plagiarism is: the incorporation by a student, in work for assessment, of material which is not their own (this will include copying all or substantial parts of their assessed work from other sources, such as books, CDs, internet sources or other people's work), **and presenting it as their own**, when it is wholly, or substantially the work of another person.

POLICY STATEMENT

1. Incidents of plagiarism will be treated a misconduct and will be subject to action under stage 2 of the College Disciplinary Policy.
2. Instances of alleged plagiarism will in the first instance be investigated by the personal tutor (or teacher where no personal tutor has been allocated).
3. When a case of suspected plagiarism is established, the matter will be dealt with under the disciplinary policy. Plagiarism will result in work being inadmissible for assessment.

QUALITY STATEMENTS

- All learners will be made aware of this policy through printed material such as College and Course Handbooks
- All learners will be entitled to advocacy support when subject to the disciplinary process
- Any disciplinary action will follow the procedures laid down in the College Learner Disciplinary Policy, for HE students this will be the Disciplinary Policy of the University of Northampton.

LINKED POLICIES/PROCEDURES

- Learner Disciplinary Policy
- Acceptable Use Policy (Internet and Network Services)

MONITORING PROCEDURE

Will be through disciplinary records
January 2012

DATE FOR REVIEW AND NEXT DIVERISTY IMPACT ASSESSMENT

RESPONSIBILITY
Overall (Faculty/Department)
Implementation
ENDORSED BY SMT

Information and Learner Services
 Director of Learner support

_____ **(Signature)**
L J Closs **Principal**
 _____ **Date**

Statement	How Evidenced	VALUES	ECM
All learners will be made aware of this policy through printed material such as College and Course Handbooks	Through sampling of handbooks.	1;3	4b;