

Plagiarism Policy



1. PURPOSE

The purpose of this policy is to define areas of academic mis-conduct:

“Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise.”

In order to establish the procedures to be followed in suspected cases of such impropriety, plus ensuring adherence to all the requirements of affiliated examination bodies both FE and HE.

2. SCOPE

- 2.1 The cheating & Plagiarism policy works within the framework of Make UK.'s Vision, Mission and the underlying principles of the Awarding Body codes of practice. Make UK will apply the principals inherent in this scheme to all staff and learners including full-time & Part-time, Block Release FE & HE, 16-18 and 19 plus learners on apprenticeship programmes, or Work based learning, including national apprentices. This policy will be applied to all examinations, course work, project work and any other work produced by the student.
- 2.2 All learners have the responsibility to establish, maintain and develop the academic standards and values necessary for study. Learners maintain academic integrity by doing their own work, by refusing to assist others in deception. Academic mis-conduct covers cheating, attempts to cheat, plagiarism, collusion, and any other attempts to gain and an unfair advantage in assessment.
- 2.3 Overall strategic responsibility for this procedure lies with the Director of Learning & Organisational Development. Operational responsibility lies with Curriculum Managers/ Head of Curriculum and teaching staff for providing clear guidance to learners to ensure compliance with the procedure.
- 2.4 For the purposes of this policy cheating, plagiarism and collusion is defined as follows:

- **Cheating:**

Is any situation where a student attempts to obtain an unfair advantage? When submitting or presenting assessed work or inappropriate conduct during an examination. This also applies to the theft of another learners work for submission at an interview, or inclusion in a portfolio.

- **Plagiarism**

Is any situation where a student incorporates un-cited published material, or material produced by another student into his/ her submitted work, without proper referring therefore implying that it is their own original work. This also applies to the theft of another learners work for submission at an interview, or inclusion in a portfolio.

- **Collusion**

Is the knowing collaboration without official approval between two or more learners in the preparation and production of work which is ultimately submitted for Approval. Each in an identical or substantially similar form and/ or is represented by each to be the product of his or her individual efforts.

3. OBJECTIVES

3.1 The college is committed to developing outstanding teaching and learning and providing world class customer service to meet the needs of all learners.

3.2 The college will ensure:

3.2.1 All suspected cases of internal cheating, collusion and Plagiarism are reported to the relevant person in FE/HE for appropriate action.

3.2.2 Any Misconduct during an examination, or external assessed activity, will be recorded on the invigilator's report form, which is given to the Chief Examination Officer, who will investigate the complaint and instigate the appropriate procedure. Curriculum Area Managers/ UCBC Head of Student engagement will be formally informed of the decision.

3.2.3 Make UK conduct a fair and objective investigation into the complaint.

3.2.4 Make UK will ensure that the learner has the right to fully participate in any investigations.

3.2.5 Make UK will ensure that the learner has a right of appeal to the centre/ or awarding body/ institution.

3.2.6 Make UK will ensure that both FE and HE rules and regulations will be adhered to during this process.

4. STAKEHOLDER CONSULTATION

This policy refers to the statutory responsibility of Make UK to meet the requirements of external awarding and examining bodies both FE& HE with regard to the behaviour of learners undertaking examinations and summative assessments.

5. MONITORING AND REVIEWING

The policy and associated procedures will be monitored and reviewed annually by the Teaching, Learning & Assessment Team – HE & FE and the Head of Learning & Quality,

The effectiveness of the Cheating and Plagiarism policy will be measured through:

- The audit of assessment (Internal and External)
- Internal Verification reports FE& HE.
- External verification reports FE& HE
- Analysis of learner feedback
- Module and course evaluations/reviews
- Analysis of complaints and disciplinary trends

6. RELATED POLICIES/ PROCEDURES

There are extensive related procedures to this policy which can be found in both the FE & HE Handbook. These include:

- Teaching, Learning & Assessment Policy
- Disciplinary Policy

7. MANAGEMENT RESPONSIBILITY

7.1.1 This forms part of the suite of Quality Policies overseen by the Director of Learning & Skills for both FE & HE:

7.1.2 The Head of Learning is responsible for ensuring the Cheating and Plagiarism policy and procedures are effectively implemented and monitored.

7.1.3 Compliance Manager is are responsible for implementing and monitoring the policy with the support of the Head of Learning and Curriculum Manager

8. EQUALITY IMPACT ASSESSMENT

8.1 Tutors should be aware of all the protected characteristics outlined in the Equality Act 2010 that may serve as factors affecting learners' ability. Support needs may arise as in relation to age, disability, gender (including gender identity), marital / civil partnership status, pregnancy / maternity status, race, religion or sexual orientation

8.2 Tutors need to be aware of potential student support needs under the Equality Act 2010. Where this relates to disabilities and learning difficulties, anticipate the needs resulting from disclosure and seek advice from their Curriculum Manager and Safeguarding Lead where appropriate.

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