

Plagiarism Policy			
Designation number	LC024	Title	Plagiarism Policy
Current Version number	January 2023 v5	Review date	January 2024
Published on website		Related policies and/or procedures	Data Protection Policy Complaints Policy Student Disciplinary Policy Malpractice Policy & Procedure
Relation to QAA requirements (parts of code covered)			
Informed by UK Quality Code – Core Practices for Standards and Quality			

Introduction: Plagiarism Policy with Guidance and Warnings

The plagiarism policy is an attempt by the College to identify the problem of plagiarism and give staff and students guidelines on how to deal with the issue. It also sets out clear procedures for staff and students on the issue.

The College will make sure that:

All teaching staff carefully read the policy, guidance and warnings on plagiarism.

All staff carrying out internal or external assessed work make students aware of the guidelines on plagiarism. That they explain how to cite any work that is not their own and include all resources used in a bibliography according to the Harvard Referencing System which can be found under the following link:

<http://www.lcuck.ac.uk/moodle/mod/page/view.php?id=4503>.

All tutors and teachers before the main examination and coursework period make students aware of the college plagiarism policy.

All students are required to sign a declaration that their work is their own at the end of each assessment.

Teaching staff that suspect any student's work is plagiarised deal with the issue as per the outlined procedure.

Procedure for dealing with plagiarism infringements

Teaching staff should make students aware of the issue and penalise them through internal grade schemes if relevant.

In the case of persistent plagiarising, the issue will be reported to the Head of Department. The Head of Department will see the student and make them fully
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Collusion Offence 2

Collaborative work begins to affect examiner's ability to award a fair grade to individual candidates.

Penalty: Lower Grade

Collusion Offence 3

Work of candidates reflects extensive similarities and identical passages, possibly due to deliberate attempt to share work.

Penalty: Loss of aggregation or certification opportunity

Copying from another candidate

There may be the temptation to copy from other students' work, especially if you have not planned your time and are close to a submission deadline. The advice is to plan your time well and do not copy other students' work. For copied work the following penalties apply.

Copying Offence 1

Lending coursework, not knowing it would be copied.

Penalty: Warning

Note: This penalty affects the lender

Copying Offence 2

Permitting examination script/coursework to be copied; showing other candidates the answers

Penalty: Lower Grade

Note: This penalty affects the lender

Copying Offence 3

Copying from another candidate's script/coursework; borrowing coursework to copy

Penalty: Loss of aggregation or certification opportunity

Note: Penalty affects the person copying

References

QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education, Section 6: Assessment of Students, September 2006.

http://www.qaa.ac.uk/Publications/InformationAndGuidance/Documents/COP_AOS.pdf