



PLAGIARISM POLICY AND PROCEDURES

2022/23

PLAGIARISM POLICY AND PROCEDURES

Responsibility

SMT member: Principal
Together with: SMT

Aims

- To make all students aware of what plagiarism is and how to avoid it.
- To advise staff on recognising plagiarism.
- To summarise actions to be followed when plagiarism is suspected.
- To summarise disciplinary action to be taken when plagiarism is detected.
- To make sure students are aware of the consequences of plagiarism.
- To make all students aware of malpractice associated with the misuse of AI.

Procedures

Avoiding plagiarism

- 1 All students will be required to sign to declare that they have read and will abide by the College regulations (which include a section on plagiarism and AI).
- 2 All students receive guidance on avoiding plagiarism and misuse of AI during subject induction and throughout the course, especially when coursework is being prepared.
- 3 All teaching staff receive guidance from their Heads of Department on recognising plagiarism and misuse of AI, and in developing the skill in students of correctly referencing work.
- 4 Teaching staff should be aware of examining body guidelines on the means by which other people's work can be appropriately used in their students' coursework.
- 5 Teaching staff should be aware of students whose quality of class work is generally lower than any coursework submitted or if there is a noticeable difference in written style.
- 6 Where appropriate, students will be asked to submit coursework or homework via electronic platforms like Turnitin which scans for plagiarism and use of AI.

Examples of AI misuse:

- Copying or paraphrasing sections of AI generated content so that the work is no longer the student's own.
- Copying or paraphrasing whole responses of AI generated content.
- Using AI to complete parts of the assessment so that work does not reflect the student's own work, analysis, evaluation or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information

When plagiarism or the misuse of AI is suspected

- 1 Where plagiarism or the misuse of AI is suspected, teaching staff should do the following to try and ascertain whether plagiarism has occurred:
 - Ask the student tactfully whether he/she has inadvertently included work which is not his/her own and which should have been acknowledged;
 - Ask the student to check whether he/she has listed all sources used;
 - Analyse the students style of writing and use of specialised words/phrasing;
 - Check that the spelling and structure are consistent throughout the piece of work;
 - Compare the standard of any work carried out under supervision with unsupervised sections in the same piece of work;
 - Question the student about the piece of work to see if he/she displays an understanding of the material suspected to be plagiarised;
 - Run the piece of work through Turnitin or similar;
 - Check websites the student may have used;
 - If necessary, ask the student to carry out a further exercise.
- 2 Where the originality of a piece of work cannot be substantiated, the issue should first be discussed with the Head of Department.
- 3 Where a decision is reached that plagiarism has taken place in a piece of exam coursework, the Principal, the student's Lead Tutor and the Examinations Officer should be informed.

Disciplinary action in the case of plagiarised exam coursework

- 1 The Principal and Examinations Officer will agree the action to be taken in the light of the College's disciplinary procedures and the exam board regulations.

- 2 The Principal will ask the student and parents/guardians to attend a meeting to discuss the proposed action.

Appendix

Learner's Agreement Statement

I acknowledge and agree that I will not engage in any form of plagiarism or utilise artificial intelligence tools to plagiarise academic works. Plagiarism includes, but is not limited to, presenting someone else's work, ideas or words as my own without proper citation or permission. I understand that plagiarism is a serious offence. If I am found to have engaged in plagiarism or AI enabled plagiarism, I accept the consequences outlined in Hereford Sixth Form college's policies. I further commit to using AI tools responsibly and ethically, only for their intended purposes and with proper acknowledgement of their use.