

<b>SECTION</b>	Student
<b>POLICY</b>	Plagiarism and Malpractice
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### 1.0 Purpose

The purpose of this policy is to define plagiarism and how it will affect the assessment of any student who is judged to be guilty of it.

### 2.0 Scope

This policy applies to all students enrolled at Club Doncaster Foundation excluding any Higher Education students (if applicable). The policy applies to formal coursework or other assessment material, which contributes to the assessment required for a qualification. In any cases where this policy conflicts with regulations issued by an awarding body or validating education institution, those regulations will be adhered to.

### 3.0 Responsibilities

The responsibility lies with the course leader and assessors to ensure their learners are aware of the existence of this policy and that the Foundation regards assessment malpractice as a serious offence. During induction students should be made aware of what constitutes plagiarism and reference should be made to it in course handbooks. All courses should ensure that learners understand how to produce work with integrity, including how to reference sources correctly.

### 4.0 Description of Plagiarism and Malpractice

Plagiarism consists of presenting someone else's work as your own. Some examples of plagiarism are:

- [a] reproducing or paraphrasing published material without acknowledgement of the source
- [b] copying from the work of another student
- [c] undeclared collusion with another student
- [d] getting someone else to do your work for you.

Other forms of malpractice include:

- [e] fabrication of results or evidence
- [f] using material or equipment contrary to exam regulations e.g. calculators/electronic devices when not permitted, mobile phones etc

- [g] obtaining, receiving, exchanging or passing on information which would be assessment/examination/test related [or the attempt to] by means of talking or written papers/notes during supervised assessment/examination/test conditions
- [h] behaving in such a way as to undermine the integrity of the assessment/examination/test
- [i] the alteration of any results documents, including certificates
- [j] cheating to gain an unfair advantage.

There are clearly degrees of plagiarism, particularly where published work is concerned. At one extreme there may be a very short section of an assignment which is copied without being properly referenced; at the other extreme an assignment may consist almost entirely of copied work. An important consideration is whether there appears to be a deliberate intention to deceive.

## **5.0 Procedures for Dealing with Plagiarism**

The procedures and penalties will vary according to the degree and seriousness of the offence.

### **5.1 Minor Plagiarism:**

This will normally be dealt with by the assessor, who will advise the student that this has been detected, and will refer the work for revision and resubmission. Record of the advice kept for future reference and completion of cause for concern form.

Examples of minor instances of plagiarism are:

- a] failure to reference a work properly
- b] failure to acknowledge the source of a very short section of an assignment
- c] evidence of collusion on minor element of an assignment.

### **5.2 Serious Plagiarism**

This will be confirmed by the assessor with the internal verifier/lead internal verifier/course leader as appropriate. The relevant Quality Manager will then decide the extent, and significance of the offence.

Examples of serious plagiarism are:

- a] failure to heed a previous warning

- b] failure to acknowledge sources for a substantial section of an assignment
- c] copying a substantial section of an assignment from a published work
- d] copying a substantial section of an assignment from the work of another student, whether with or without that student's knowledge, including copying from a computer file
- e] enlisting another person or persons to complete an assignment on the student's behalf.

Students who are found to have colluded in making their work available to be copied by others will not themselves be deemed to have committed plagiarism, but will be required to prove to the course team that they have not benefited in any way from this action. If any benefit is perceived, they may be subject to the same penalties that apply to plagiarism.

## **6.0 Penalties for Plagiarism**

### **Minor Plagiarism**

Where an instance of plagiarism has been treated as minor, the work will be referred by the assessor for revision and resubmission. The student will be given an informal warning regarding future conduct (recorded on a cause for concern form). The resubmitted work will be marked on its merits.

### **Serious Plagiarism**

If the work contains substantial original material, it may be referred for revision and resubmission within a specified timescale. The right is reserved to award a lower mark than might otherwise have been awarded if this is appropriate to the nature and degree of plagiarism involved and the requirements of the qualification.

The work will be failed completely. This can only be retrieved by submitting a completely new assignment conforming to the assessment criteria, within a specified timescale appropriate to the course.

The entire module can be failed in serious cases.

Serious, wilful plagiarism is regarded as dishonesty and will be subject to the Foundation's Disciplinary Procedure.

All cases of plagiarism affecting a student's grade will be recorded in team minutes and will be reported to the Internal Verifier where this applies.

All malpractice relating to external exams will be reported to the Awarding Body and the regulations of that Body will apply.

## **7.0 Recording**

The submitted work in question will be retained by the Tutor to be made available as required for future appeals or disciplinary procedures. All instances of serious plagiarism affecting external assessments will be reported to the Head of Quality who will be responsible for reporting to the Awarding Body concerned.

## **8.0 Appeals Procedure**

All decisions affecting student's grades will be subject to the Foundation's Appeals Procedure in the normal way.

### **Artificial Intelligence**

Club Doncaster Sports College encourages the responsible use of AI in education. In much the same way as calculators and the Internet already does; it can add to the student learning experience and give students employability skills that the future workforce will require.

Upon submission of assignments, learners are required to declare there is no unreferenced use of AI within their assignment. On the occasions where use of AI may be permitted in assignments, this must be clearly referenced, and learners demonstrate clear understanding of the information they have accessed. AI use is prohibited in exams.

Failure to adhere to this may result in our disciplinary policy coming into action and awarding body procedures implemented. Our separate AI guidance outlines the college's approach further which, as this progresses, will continue to reflect awarding body and our partner college recommended practice.