

## Quality Assurance

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<b>Procedure Title:</b>	<b>Academic Misconduct (Plagiarism) Policy</b>
<b>Procedure Ref:</b>	<b>AP/10AFC/SP101</b>
<b>Approved By:</b>	<b>Iain Glendinning</b>
<b>Responsible Person:</b>	<b>Mark Birschel</b>
<b>Date last reviewed:</b>	<b>21/09/2021</b>
<b>Date of next review:</b>	<b>23/08/2024</b>
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### **1. Statement of Intent**

1. The college will ensure that its learners aspire to high academic and intellectual standards and therefore will not permit any form of action which lowers those standards or encourage learners to gain advantage from work which is not their own.

### **2. Scope**

2. The following are essentially dishonest actions, are unacceptable and will not be allowed by the college:
  - Learners taking someone else's work, images or ideas and passing them off as their own
  - Learners using the internet or any other digital medium which belongs to someone else and passing it off as their own.
  - Copying the work of another learner, with or without their permission
  - Learners knowingly allowing another learner to copy their work
  - Learners colluding with others to produce a piece of work and submitting it as their own individual work. This includes situations where learners have received substantial assistance from parents, relatives or others.
3. Where staff reasonably believe that one or more of the above actions have occurred, they will invoke the student disciplinary procedure.

### **References**

Learner Disciplinary Procedure

This policy must be referenced against relevant Awarding Organisation policies

Controlled Document