



## ACADEMIC INTEGRITY

### Rationale

A knowledge and understanding of what constitutes plagiarism is essential in understanding academic honesty and integrity. The college strives to ensure that students are fully aware of what constitutes plagiarism and are equipped with the skills to avoid plagiarising through either negligence or malpractice.

### Guidelines

- Plagiarism is unacceptable and will be dealt with as outlined below
- All students will be made aware of what plagiarism is and why it is wrong; that it can be considered to be the same as cheating, lying or stealing
- All students shall be made aware of the consequences of plagiarising as imposed by the examining regulatory body and by CTC
- All students will be informed how to avoid plagiarism by correctly referencing and citing all sources
- All students will receive full and detailed instructions regarding bibliographies and citations, in line with university expectations and regulations
- Students will be made aware that forms of intellectual and creative expression must be respected and are normally protected by law
- All tutors should be aware of the need to advise and guide students about plagiarism and its implications to support the publicised information and the PSHE programme

What is plagiarism?	According to Webster’s New International Dictionary of the English Language, to plagiarise is <i>to steal or purloin and pass off as one’s own the ideas, words, artistic productions of another; to use without due credit the ideas, expressions, or productions of another.</i>
	Copying work from another student, using work found on the internet, in a book or from any other information source is plagiarism.
	Quoting from the internet, a book or from any other information source, or talking about someone else’s ideas and making it appear as if these are your own ideas, is plagiarism.
	Not correctly referencing all information sources you use and writing a correct and full bibliography of all the information resources you use, is plagiarism.
	Plagiarism can be deliberate cheating or just negligence. It is the student’s responsibility to make sure they reference all sources correctly.
When will plagiarism issues be addressed?	Information about plagiarism, and the college policy on it, will be available on the portal.
	Issues about plagiarism shall be referred to within the PSHE programme at the college; within study skills; and as part of any subject area which requires students to submit coursework in any form.

	All first year students will be informed about the seriousness of plagiarism when they join the college as part of their induction.
	All students shall be given the guide on how to complete bibliographies and citations; this will also be available on the portal.

Procedures to follow where plagiarism is suspected:

While recognising the importance of considering individual students' cases, the following action will normally be taken where plagiarism is detected

Draft copy of exam coursework (when relevant)	<p>Subject Head/Subject Tutor to deal with</p> <p>Options to include:</p> <ul style="list-style-type: none"> <li>• Student to repeat work (supervised if necessary)</li> <li>• Student given a different topic (if appropriate)</li> <li>• Student reminded of CTC policy on Academic Integrity</li> </ul> <p>PT, P, HoW informed Parents informed by letter from P Letter to parents goes on file</p>
Work copied from another student	<p>Subject Head/Subject Tutor to deal with</p> <p>Options to include:</p> <ul style="list-style-type: none"> <li>• Student to repeat work (supervised if necessary)</li> <li>• Student is awarded a zero grade for the work</li> <li>• Student reminded of CTC policy on Academic Integrity</li> </ul> <p>PT, P, HoW informed Parents of both students informed by letter from VP Letter to parents goes on file</p>
Final submission of exam coursework to tutor	<p>Subject Head deal with</p> <p>Options to include:</p> <ul style="list-style-type: none"> <li>• Student to repeat work (supervised if necessary)</li> <li>• Student is awarded a zero grade for the work</li> <li>• Student reminded of CTC policy on Academic Integrity</li> </ul> <p>PT, P, HoW, Exams Officer informed VP to see student Parents informed by letter from P Letter to parents goes on file Piece of work not submitted Student not allowed to repeat the work</p>
After final submission to exam board	<p>College informs exam board</p> <p>PT, P, HoW, Exams Officer informed VP to see student if possible – direct contact made with student in some form Parents informed by letter from P</p>

NB: Where plagiarism occurs in more than one subject in any of the above the Principal will oversee the procedures.