

The College Ystrad Mynach

Plagiarism Policy



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What is plagiarism?

Plagiarism is using the work or ideas of other people without acknowledging the source.

Plagiarism is fraud

How we identify plagiarism

The College identifies plagiarism with plagiarism detecting software; auditing assessments and assignments.

How to reference work accurately

A referencing guide for learners is available on Moodle and School notice boards.

Consequences of plagiarism

There are consequences for submitting plagiarised work:

- **All learners** who plagiarise work will be issued with a verbal warning
- Tutor and Head of School will make a judgement on whether the plagiarism is minor or serious

Judgement 1 (Minor)

- Insistence that work is resubmitted within an agreed timescale
- If the resubmitted work is approved no further action will be taken

Judgement 2 (Serious)

- Head of School to meet with learner for disciplinary meeting
- Written warning to be issued
- Deputy Principal Academic to meet with learner
- Course is placed under special measures
- Quality Assurance Manager to work with tutor and group
- Work sampled by course tutor and QAM

Type of submitted work

Plagiarism applies to all types of work, some of which are listed below:

- I. Assignments
- II. e-portfolios
- III. Practical assessments
- IV. Creative projects
- V. Partially completed work

This list is a guideline and is not definitive.

Examples of plagiarism

- I. Copying and pasting from other sources
- II. Using another person's ideas / work without permission
- III. Facts
- IV. Statistics
- V. Graphs
- VI. Photos
- VII. Media
- VIII. Drawings
- IX. Quotations of text or speech without referencing
- X. Use of someone else's work with minor alterations

This is a guideline and not an exhaustive list.

Quick Guide to Referencing

How to avoid plagiarism

Referencing is accrediting information to the original source. The method of referencing will depend on the course you are taking. You should always check with your tutor. Below is a checklist of primary and secondary sources that you will always need to reference in your work.

- Internet
- Books
- Music
- Images
- Film
- Radio
- Magazines
- Newspapers
- Papers / Journals
- Art work
- Exhibition
- Talks / Presentations
- Video / DVD
- Photographs