MORLEY COLLEGE LONDON

Higher Education Plagiarism Policy

POLICY OWNER:	Head of Quality Enhancement (Higher Education)
FINAL APPROVAL BY:	Policy Committee
Policy Category:	Student – Higher Education
Approved by Policy Committee:	19 July 2024
Approved by Governing Body:	N/A
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1. Introduction, Purpose and Scope of Policy:

1.1. All academic practice requires completing academic work independently and honestly, using the appropriate academic style and with all sources fully attributed according to academic requirement. Students submitting an assignment are asked to confirm that the work is their own and has not been undertaken by anyone else. In certain circumstances, students may collaborate with others and work completed in collaboration is only permitted if it is required by a particular assignment.

1.2. Academic integrity is a fundamental principle of Morley College London. Any act which gains, attempts to gain or helps others gain an unfair academic advantage is academic misconduct.

1.3. Plagiarism is the most common form of academic misconduct.

2. Equality and Diversity Analysis Screening:

2.1. In accordance with the College's Equality, Diversity and Inclusion Statement, the development of this policy complies with the Equality Act 2010 in ensuring due regard to eliminating discrimination, advancing equality of opportunity and fostering good relations.

2.2. This policy is equally applicable to all groups.

3. Applicability:

3.1. This policy applies to all students on Higher Education (HE) Programmes across the college including, but not limited to, HTQs, accredited provision and undergraduate courses validated by university partners or other bodies.

3.2. Students on non-HE programmes should refer to the College's Assessment Manual.

4. Definitions:

4.1. **Higher Education** (HE) courses in this context are accredited courses that are offered at level 4 and above at Morley College London. They are prescribed courses, meaning they are HE credit-bearing and eligible for finance through Student Finance England.

4.2. **Awarding bodies or validating partner**: these are the institutions that award the final qualification the College delivers. For the Higher National Certificates (HNCs), Higher National Diplomas (HNDs) and Higher Technical Qualifications (HTQs) this is Pearson. For the BA courses, level 6 awards and intermediate awards, this will be one of the College's validating universities, namely Ravensbourne University (legal name Ravensbourne University London) or Kingston University (legal name Kingston University Higher Education Corporation).

4.3. **Plagiarism**: Plagiarism is the presentation of someone else's work, ideas, or intellectual property as one's own, without proper acknowledgement of citation. This includes, but is not limited to, using another author[1]'s words, ideas, data, images or any other form of intellectual property without proper attribution. Examples of types of plagiarism include:

Copy and Paste Plagiarism:

- Submitting someone else's work verbatim without proper citation

[1] In this context "author" refers to material written by a person or generated through Artificial Intelligence

Paraphrasing without attribution

- Rewriting someone else's work without proper acknowledgement of the original source

Collusion

- Collaborating with others on assignments without proper authorization

Contract Cheating

- Submitting work obtained from external sources, such as essay mills or ghost writers, as one's own

Self-Plagiarism

- Submitting one's previous work without proper citation or permission

AI generated Plagiarism

- Submitting work entirely generated by AI or with the assistance of AI but without acknowledgement[2]

5. Statutory and regulatory requirements:

5.1 This plagiarism policy applies to all HE courses at Morley College London and is in line with the regulatory requirements set by all awarding bodies and validating partners.

6. Policy Objectives:

6.1. The primary objective of the policy is to ensure that the highest possible standards of academic and professional integrity are established and maintained. The policy sets out the expectations and consequences related to plagiarism as a means to meet this objective.

7. Policy Statement

7.1. Morley College London is committed to providing students with a range of opportunities to demonstrate their knowledge, learning and understanding using different academic assessments. The College provides clear guidance on academic malpractice, including plagiarism. It works closely with academic partners to ensure that practice in relation to plagiarism is fully aligned. Violations of the plagiarism policy may result in disciplinary action, including but not limited to:

a) Academic Consequences
   - Repeating an assessment task with an alternative form of assessment
   - Receiving a reduced grade for a particular assessment task
   - Failing the assessment task
   - Failing the programme
   - Expulsion from the College

b) Educational Consequences
   - Completion of an academic integrity workshop

c) Professional Consequences
   - Notation on academic transcripts regarding the offence

[2] Morley College London is in the process of developing an authoritative approach to AI, drawing on sector guidance.

8. Implementation of Policy:

8.1 All assessed work leading to the grading of an award is ordinarily assessed by at least two members of the academic team and a sample is reviewed by an external examiner.

8.2 Students should submit all written work using Turnitin, a web-based plagiarism prevention system. This text matching service is not a substitute for academic judgement. Turnitin can be used to:

- Act as a deterrent against plagiarism.
- Provide reports which can help staff identify occurrences of plagiarism.
- Enable students to identify and correct possible occurrences of plagiarism in their own work and improve academic writing.

8.3 Where an incident of plagiarism is suspected the lecturer marking the assessment will report it to the relevant Programme Area Manager (PAM) with the supporting evidence. The allegation will then be considered in line with the procedure defined in the College's Assessment Manual as set out below.

8.4 The Programme Area Manager (PAM) will consider the allegation and:

a. Where the PAM considers that plagiarism has taken place, they will determine a course of action based upon the severity of the alleged offence.
b. Where the PAM concludes that plagiarism has not taken place, no further action will be taken and the student notified of this in writing. An anonymised note of the allegation should be passed to the Head of Quality Enhancement (Higher Education) who will keep a record for statistical benchmarking.
c. If the student's behaviour could be considered a serious breach of the Student Code of Conduct the Student Disciplinary Policy and Procedure should be invoked in conjunction with the Academic Malpractice Procedure below.

Minor Malpractice

8.5 Where the PAM considers that a minor breach of the regulations has taken place and this is a first offence, they may exercise the discretion to address the matter through advice and support for the student.

8.6 The PAM will write to the student informing them of the allegation and the decision to address the matter through learning and teaching support. The Academic Malpractice Report Form, supporting evidence and any related correspondence should be forwarded to the Head of Quality Enhancement (HE)

Moderate and serious Malpractice

8.7 Where the PAM considers that a moderate or serious breach of the regulations has taken place, they will send an initial warning letter to the student. The letter will explain that an allegation of plagiarism has been made, and is under investigation, and will include a copy of the Academic Malpractice Procedures (section 3.5-3.7 of the Assessment Manual). The Head of Quality Enhancement (HE) should be copied into the correspondence.

8.8 The investigation should include a meeting with the student, for which they should be given at least seven calendar days' notice and the opportunity to attend on a mutually convenient date. If, once arrangements have been agreed, the student fails to attend on the agreed time and date, the College will provide one further opportunity for the student to attend. If the student fails to attend a second time, or if the student fails to respond to all reasonable attempts to make arrangements, the investigation will continue without

the initial meeting. The student is able to be accompanied by a friend, colleague or non-legal adviser to this meeting.

8.9 The PAM should write up a report of the meeting and submit it to the Chair of the Academic Malpractice Panel, together with any evidence. The Chair would normally be the Head of School for the area.

8.10 The Chair will consider the report and evidence and determine an appropriate course of action, based upon the severity of the allegation.

8.11 If the Chair considers that there is insufficient evidence for the case to go forward to the Academic Malpractice Panel, the student will be informed, in writing, that the case has been closed. The Head of Quality Enhancement (HE) will keep the report, evidence and any correspondence in relation to the case as a record for the duration of the student's enrolment.

8.12 If the student admits to a moderate or serious breach of the regulations during the investigation phase, the Chair of the Academic Malpractice Panel will use their discretion to either:

- Make a recommendation to the Exam Board on the severity of the malpractice and an appropriate penalty, without the need to convene a full panel. The Chair will inform the student using the standard template provided by the Head of Quality Enhancement (HE). The letter will include the Programme Area Manager's written report and any supporting evidence; or
- Convene an Academic Malpractice Panel Hearing. The Chair will inform the student using the standard template provided by the Head of Quality Enhancement (HE), giving details of the arrangements for the Hearing. The letter will include full details of the allegation, including the Programme Area Manager's written report and evidence, and a copy of the Academic Malpractice Procedures.

8.13 If the student contests an allegation of moderate or serious malpractice during the investigation phase, and there is sufficient evidence for the Academic Malpractice Panel to consider the case, the Chair will convene an Academic Malpractice Panel Hearing. The Chair will inform the student of the outcome, giving details of the arrangements for the Hearing. The letter will include full details of the allegation, including the Programme Area Manager's written report and evidence, and a copy of the Academic Malpractice Procedures.

Academic Malpractice Panel Hearing

8.14 For contested moderate or serious cases of malpractice, or for more complex cases of admitted serious malpractice, the Chair will convene an Academic Malpractice Panel.

8.15 The panel should be chaired by a Head of School with no direct involvement with the programme of study and consist of the Head of Quality Enhancement (HE) and Head of Student Services. Additional members of staff may be consulted as appropriate.

8.16 The student will be given at least 14 calendar days' notice of the hearing and should be given the opportunity to attend on a mutually convenient date. If, once arrangements have been agreed, the student fails to attend on the agreed time and date, the College will provide one further opportunity for the student to attend. If the student fails to attend a second time, or if the student fails to respond to all reasonable attempts to make arrangements, the hearing will take place in the absence of the student concerned.

8.17 The outcome of the hearing will be communicated to the student by letter within five working days. The student is permitted to be accompanied by a nominated person at the meeting, barring a legal representative.

8.18 There is no right to appeal the Academic Malpractice Panel's decision.

8.19 The Head of Quality Enhancement (HE) will report Academic Misconduct to the Chair of the Higher Education Sub Committee when the matter is deemed to require this due to the level of seriousness. This may include contacting the AO to seek their advice on outcomes

8.20 All cases of plagiarism will be reported to the Head of Quality Enhancement (HE).

9. Communication and Training:

9.1 This policy is made available to all students via the College website and to all staff via the College intranet.

9.2 Academic staff teaching on the HE courses are invited to an annual plagiarism workshop run by the Head of Quality Enhancement (HE).

10. Monitoring and Reporting:

10.1 The impact and effectiveness of the policy will be reviewed on an annual basis and a summative report will be considered at the first Higher Education Sub-Committee of the academic year.

10.2 A summative report on incidents of academic malpractice will be made to the Awarding Bodies and Validating Partners at the end of year Assessment Board.

11. Related References, Policies, Procedures, Forms and other Appendices:

11.1 The following document has been consulted

- Assessment Manual
- Student Disciplinary Policy
- Student Code of Conduct