

P305 Plagiarism Policy and associated procedures

Issue	Date of Issue	Date of Next Review	Responsibility of	Date approved by CAFRE Education Management Team
2	May 2023	October 2024	Learner Services Branch	May 2023
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	CAFRE Quality Manual Index	CAFRE Website (Tick as appropriate)
Document available	√	√

This document can also be produced in alternative formats upon request.

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Version History

Version	Description of Changes	Date
2	Uploaded to CAFRE Policy template	May 2023
3	Inclusion of the use of Artificial Intelligence (AI) generative tools	August 2023

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1. Introduction

Plagiarism is presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement. This includes the use of Artificial Intelligence (AI) generative tools where they are used for assessment purposes without authorisation and / or appropriate acknowledgement.

2. Scope

This policy applies to all CAFRE Further and Higher Education Programmes with the exception of Queen's University Belfast (QUB) validated programmes who follow the respective QUB policy.

3. Objectives

- 3.1. To provide learners with a clear understanding of the college approach to cases of plagiarism or misrepresentation¹.
- 3.2. To brief learners on acceptable methods of referencing sources of material in written work.
- 3.3. To establish a common approach to dealing with suspected cases of plagiarism.
- 3.4. To ensure that cases of suspected plagiarism are thoroughly investigated, dealt with and documented.

4. Procedure

Dissemination of information

- 4.1 Programme Managers / Course Directors are responsible for ensuring that the College policy on dealing with plagiarism and misrepresentation of information is covered as part of Student Induction.
- 4.2 Year Managers are responsible for briefing all learners who complete written assignments on acceptable methods of referencing source material within assignments.
- 4.3 Programme Managers / Course Directors are responsible for ensuring that all members of the programme team are briefed on the College policy on plagiarism and receive training in the recognition of potential plagiarism.

¹ *The approaches to be taken to reporting, investigating and dealing with suspected plagiarism will also apply to the misrepresentation of documents and any other suspected fraudulent actions.*

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Dealing with plagiarism.

Where plagiarism is found the sanctions below will be applied:

Type of Plagiarism	Dealt with by:	Penalty
First offence	Formative interview with Programme Manager / Course Director (if required), module co-ordinator and/or lecturer.	Reduction in marks based on exclusion of plagiarised work and outcome recorded
Second offence	Interview with Programme Manager / Course Director and/or lecturer.	Mark of zero for assignment containing plagiarism. Formal letter issued by Programme Manager and copy placed on learner file.
Third offence	Case referred to Student Progress Committee.	Mark of zero for assignment containing plagiarism and maximum mark of 40% for the total percentage coursework element in that module. Formal letter issued by Head of Branch and copy placed on learner file.
Fourth Offence	Case referred to Student Progress Committee.	Mark of zero for module Suspended for 1 semester or 1 year <u>or</u> discontinuation of studies at CAFRE. Record of outcome issued by Head of Branch and placed on learner file.

- 4.4 In situations where deliberate misrepresentation has taken place, CAFRE reserves the right to escalate the penalty imposed.
- 4.5 Where copying has taken place, and there is no evidence which learner produced the original piece of work, both students will be interviewed by the Student Progress Committee.
- 4.6 A learner who does not attend for interview after a first offence will be deemed to have received formative advice for the purpose of applying penalties.
- 4.7 After a learner has received formative advice, offences are cumulative and carry over from year to year.

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- 4.8 Where plagiarism is detected after graduation, the award may be revoked.
- 4.9 Where plagiarism is detected after the end of the academic year, the learner will be invited back to the campus for interview.
- 4.10 The penalty of mark of zero will not be implemented until formative advice has been given to a learner. It may therefore be appropriate, depending on the proximity of assignment deadlines, to count two or three occasions of plagiarism as one offence.

Recording of plagiarism and misrepresentation

- 4.11 **All** plagiarism or misrepresentation whether suspected or confirmed must be recorded on form D305.1 detailing:
- the evidence on which the decision was taken;
 - a summary of the evidence submitted by the learner;
 - decision taken;
 - action to be taken.

This report will be signed by the Programme Manager/ Course Director and/or Chair of the Student Progress Committee as appropriate, placed in the learner's file with a copy filed in the programme file.

- 4.12 The outcome of the Student Progress Committee will be formally communicated to the learner in writing by the programme manager detailing:
- the decision taken;
 - the implications for the learner;
 - the appeal channels should the learner be dissatisfied with the outcome of the investigation.

4.13 Appeals

The learner has the right to appeal a formal decision made by CAFRE. This means that the learner is requesting another individual (or a number of individuals) with the appropriate authority to review the previous decision.

The appeal must be submitted in writing by post or email to CAFREappeals@daera-ni.gov.uk within 10 days of the original decision being made.

Completed forms **MUST** be retained in the student's file, a copy placed in the Programme file