



Beaumont College

Plagiarism Policy and Procedure

Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Julia Park September 2024
Delegated Reviewer	Julia Park 24 02 25
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To be read in conjunction with:

- Assessment Strategy
- Candidate Appeals Policy and Procedure
- Conduct of Assessment Externally Set Assessment Policy and Procedure

This policy is applicable to both staff and students

The plagiarism and malpractice policy are applicable to staff and students undertaking externally accredited courses, training and qualifications at the college

What is Plagiarism?

Plagiarism is simply the act of copying the work of another.

Plagiarism is the act of presenting or submitting work/ evidence that another learner has completed and passing this off as their own work.

Whilst it is important that learners work together and learn from each other, it is equally important that learners always acknowledge the source of ideas, information, discussion, evidence and that they use when it is not work of their own origin or construction.

Plagiarism may involve:

- Copying work of another person
- Using ideas/ research of another person
- Quoting from learning resources or published text
- Downloading and using information taken straight from the internet
- Using AI to assist in completion of work and not declaring this

Where learners use this material, they must always clearly state the original source

Plagiarism can include sources such as

- Written work
- Artefacts
- Musical Compositions
- Computer Data
- Electronic Research
- Use of AI

Why does plagiarism happen?

Plagiarism can occur due to:

- Lack of organisational policy setting out expectations of learners
- Learner's lack of awareness of regulations
- Learner's lack of skill in sourcing their own material and evidence
- Learner's lack of skill in acknowledging source material and evidence
- Common use of internet and easily accessible information
- Pressure to succeed
- Learner's not having sufficient time to produce their own work/ evidence

Preventing plagiarism

Measure taken include:

- Learners must be made aware of the policy and be made aware of what this is and expectations around the work they produce at the start of their programme and courses
- To avoid plagiarism work should be planned to be as person centred as it can be against set criteria
- Where tests are being taken use different sets of test papers where possible
- Ask learners to sign declaration that the work is their own
- At higher levels of study, consider the use of plagiarism detection software

Responding to plagiarism

Step 1 – Check learners work for acknowledgement of sources

Step 2 – If plagiarism is suspected try and locate the source, especially if from the internet

Step 3 – Speak with the learner and ask them questions about their work

Step 4 – Report if plagiarism is suspicions are founded

Handling a case of suspected plagiarism

Step 1 - Beaumont College would follow its malpractice/maladministration policy and procedure

Step 2 - Where plagiarism is found to have taken place the college would report this to the appropriate awarding body as per their policy and procedure

Step 3 - Sanctions may be applied to the learners and/ or Beaumont College by the awarding body dependent on the outcome of their investigation

Appeals

Where a case of suspected plagiarism/ malpractice cannot be resolved internally, they must be reported to the awarding body.

Where a staff member or student requires an advocate to support them in this process Beaumont College respects this right, however the advocate could not be a person from any legal profession

Person Responsible for the review of this policy and procedure: Julia Park (Assistant Principal)

Version Control:

Version Number	Date	Status	Changes
V1.0	24 02 25	Final	

