

Title:	Plagiarism Policy	
Fersiwn: Version	2	
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students	

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Plagiarism Policy EIA Stage 1 Impact Assessment Stage 1 (Equality & Welsh) link:	
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	Welsh Language Impact An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	<i>Vice Principal - Quality</i>	
Ymgynghoriad / Consultation:	<i>Quality Team Head of AI and Digital Innovation Exams Team Social Partnership</i>	
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	<i>N/A</i>
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	<i>4/6/2025</i>
	Pwyllgor Archwilio a Risg / Audit & Risk Committee: Pwyllgorau'r Bwrdd / Board Committees:	-
	Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	-
	Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	-
Dyddiad Adolygu: Review Date: 04/05/28	Corff Llywodraethu / Governing Body:	-

1. Scope

1.1. This strategy is relevant for all types of teaching and learning provision at the College, including further education, higher education, school links courses, adult community learning and work based learning.

2. Other college policies relating to this policy:

- 2.1. Exams Policy and Procedures
- 2.2. Non-Examination Assessment Policy
- 2.3. Student Appeals Policy
- 2.4 Positive Behaviour Policy

3. Plagiarism Policy

3.1. The plagiarism policy co-exists alongside the regulations set by awarding bodies and HEI regulations. This policy also reinforces the rules and regulations outlined in the Joint Council for Qualifications (JCQ) Suspected Malpractice Policies and Procedures

3.2. Plagiarism can be defined as submitting someone else's work including non-human work as your own. As part of day-to-day college studies, learners will work collaboratively with others and may share resources and ideas. They will also see the work of teachers and published materials. However, when formal assignments are submitted, it is essential that students always acknowledge the source of the ideas and information used in their work. The JCQ Suspected Malpractice Policies and Procedures and Procedures define plagiarism as: "unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and AI tools)"

3.3. Plagiarism can be:

- 3.3.1. copying another learner's work. However, it should be noted that plagiarism does not include collusion; that is, working collaboratively with other candidates; neither does it include copying from another candidate in the same examination session. Both of these are defined as different forms of malpractice
- 3.3.2. downloading material from the internet.
- 3.3.3. quoting word for word another person's work without acknowledging the source
- 3.3.4. very closely imitating or paraphrasing the work of others (including published materials) and passing it off as your own, without referring to the original source
- 3.3.5. using someone else's ideas as your own
- 3.3.6. cutting and pasting information from the internet to make your own work without listing where the information came from
- 3.3.7. buying or downloading assignments online from others, including ex-students
- 3.3.8. Using AI to generate content without referring to the original source
- 3.3.9 Submitting work that has been completed by someone else e.g another student or family member

3.4. If any material is copied, used as a quote or paraphrased, the learner must state their source.

3.5. Plagiarism is not just about written work. It covers all forms of assignment submission including, for example, musical composition, artefacts and data in electronic form on a computer.

3.6 Plagiarism also incorporates the direct and unacknowledged translation of foreign language texts into English or Welsh .

3.7. This policy applies to all learners who undertake qualifications at Coleg Cambria.

3.8. Plagiarism is treated very seriously at Coleg Cambria, and may result in disciplinary action and withdrawal from the qualification. Plagiarism is defined as 'candidate malpractice' in assessments by the JCQ. This is referenced in their policies and procedures document.

4. Awareness

4.1. All students need to understand the College's plagiarism policy, along with the AI guidance and discuss it at the start of their course, prior to their first assessment.

5. Checks

5.1. Tutors should aim to complete random spot checks in relation to all types of plagiarism. Please note that in relation to plagiarism related to AI inputting text into an AI tool and asking the tool to clarify how it was generated will not work. The college does not have a recommended AI detection tool.

5.2. The College will use plagiarism detection software for some higher level courses, where appropriate.

5.3 For current guidance on AI detection and plagiarism, consult the latest version of the Coleg Cambria Teaching & Learning AI Toolkit.

6. Addressing Plagiarism

6.1. Where plagiarised work has been submitted formatively but no declaration of authentication has been signed either physically or digitally;

6.1.1. If a learner is suspected of submitting plagiarised work and no declaration of authentication has been signed, that has been plagiarised, the tutor will apply checks as described below, and work to investigate if another's work has been passed off as their own.

6.1.2. The JCQ policies and procedures state:

6.1.2.1. *"Malpractice by a candidate in a coursework or controlled assessment component of a specification discovered prior to the candidate signing the declaration of authentication need not be reported to the awarding body, but must be dealt with in accordance with the centre's internal procedures. If a candidate has not been entered with an awarding body for the component, unit or qualification, malpractice discovered in controlled assessment or coursework must also be dealt with in accordance with the centre's internal procedures."*

6.1.3. These internal procedures are that if plagiarism is detected, the tutor should address the issue directly with the learner and ascertain if the plagiarism was a deliberate attempt to pass off work or a case of ignorance, where re-submission will be required.

6.1.4. If the tutor believes that work has been deliberately plagiarised in a dishonest manner, the learner will be referred to their Curriculum Director / WBL Manager for further investigation. The investigation will take place within ten working days, consulting with both the student(s) and the tutor(s) concerned.

6.1.5. Depending on the extent of the offence, the evidence submitted and whether this has occurred previously, the Curriculum Director / WBL Manager will decide if the behaviour of the student contravenes the student conduct of conduct and whether it would be appropriate to invoke the positive behaviour policy. In the most serious cases of plagiarism the student may be excluded from the college course and may be withdrawn from qualifications.

6.1.6. Where plagiarised work has been submitted as a controlled assessment of course work and the candidate has signed the declaration of authentication:

6.2.1. Under the above circumstances any plagiarism will count as 'candidate malpractice' under the JCQ policies and procedures documentation. JCQ guidance under these circumstances state:

6.2.1.1. *"Centres should not normally give credit for any work submitted which is not the candidate's own work. If any assistance has been given, a note must be made of this on the cover sheet of the candidate's work or other appropriate place. Where malpractice by a learner in a vocational qualification is discovered prior to the work being submitted for certification, centres should refer to the guidance provided by the awarding body."*

7. Appeals

7.1. Appeals against internal disciplinary measures relating to plagiarism:

Please see the internal appeals policy for internal appeal procedures.

7.2. Appeals against assessments submitted for internal assessment and rejected on the grounds of candidate malpractice, related to plagiarism:

7.2.1. JCQ policies and procedures state that where work has been rejected under the above circumstances,

7.2.1.1. *"candidates have the right to appeal against this decision. The JCQ website contains advice on the recommended procedures for appeal against internal assessment decisions."*

8. References

JCQ Suspected Malpractice Policies and Procedures	Malpractice
Plagiarism in Assessment Notes	Plagiarism

