



Bolton College

Plagiarism & Academic Malpractice Policy 2023-24



1. Introduction

1.1 As an organisation that carries out assessment, Bolton College (the College) has an obligation to ensure that the qualifications students receive are a fair and accurate representation of their work, and of the knowledge and skills attained.

1.2 Plagiarism, and oth

- 11.8 Gather evidence of plagiarism or academic malpractice carefully where it is detected and retain it under password protection for the duration of any investigation.
- 11.9 Treat evidence of plagiarism or academic malpractice confidentially and share it only with those persons whose professional roles are directly relevant to a given specific case.
- 11.10 Destroy all records of investigations appropriately once an investigation is complete, and the period of time required for their retention has elapsed in keeping with GDPR policy of the College.
- 11.11 Apply this policy equitably and consistently within the ethos of the College's Single Equality Scheme.
- 11.12 Model good practice through their own use of good referencing practice.
- 11.13 Take preventative action through appropriate assessment design. For example:
- Frequent, and at least annual, changing of assessment instruments
 - Contextualised assessments
 - The use of question banks rather than identical assessment for all students
 - Ensuring appropriate supervision of students
- 11.14 Ensure that all activities with learners maintain professional integrity with regard to assessments. Any and all academic support offered to students must comply with the normal professional standards and ethos outlined in this policy.
- 11.15 If a member of staff is found to have colluded or to have been actively involved in learner malpractice, this will lead to the staff disciplinary process being invoked.

12. Responsibilities of Students

- 12.1 Students must present their own work, and only their own work, with honesty, transparency and integrity when they submit any form of assessment.
- 12.2 Inform themselves with regards to the rules on correct acknowledgement of sources and to adhere to them in all circumstances.
- 12.3 Ensure that the words and arguments of others are appropriately cited and referenced using an accepted referencing system such as the Harvard referencing system.
- 12.4 Appropriate use of research, whether from written sources or the internet, is valid where the source is appropriately acknowledged.
- 12.5 Changing the wording of a source text so that the overall meaning is retained (paraphrasing) is valid academic practice. However, the source text must be acknowledged appropriately or this practice is still classified as plagiarism.

Copying and pasting larger quantities of material from an internet source or other source does not necessarily constitute plagiarism if it is acknowledged in referencing. However, it is extremely inadvisable in terms of academic standards and will result in severely reduced grades and probable failure of assessment, as it does not evidence the development of original thought and research skills.

Such disciplinary action must primarily comply with the policies and procedures of the relevant awarding organisation.

In such cases, where the work has been in any way graded or submitted to the awarding organisation, that awarding organisation must be notified.

13.6 From this point onwards, any subsequent investigation must follow the requirements of the awarding organisation.

13.7 Disciplinary action must also refer to, and comply with, the College's Positive Behaviour Policy.

13.8 Staff and students should note that assignments submitted via Turnitin will be scanned for plagiarism automatically.