



PROMOTING EXCELLENCE IN EDUCATION

Cheating & Plagiarism Policy

1. PURPOSE

The purpose of this policy is to define areas of academic mis-conduct:

“Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise.”

In order to establish the procedures to be followed in suspected cases of such impropriety, plus ensuring adherence to all the requirements of affiliated examination bodies such as TQUK.

2. SCOPE

2.1: The college will apply the principles inherent in this scheme to all staff and students including full-time & Part-time students, those attending our facilities, those attending classes online, and those who are distance learning. This policy will be applied to all examinations, course work, project work and any other work produced by the student.

2.2: All students have the responsibility to establish, maintain and develop the academic standards and values necessary for study. Students maintain academic integrity by doing their own work, by refusing to assist others in deception.

Academic mis-conduct covers cheating, attempts to cheat, plagiarism, collusion, and any other attempts to gain an unfair advantage in assessment.

2.3: Overall strategic responsibility for this procedure lies with Senior Management of Nottingham Hill College. Operational responsibility lies with the Academic Manager and teaching staff for providing clear guidance to students to ensure compliance with the procedure.

2.4: For the purposes of this policy cheating, plagiarism and collusion is defined as follows:

- Cheating is any situation where a student attempts to obtain an unfair advantage when submitting or presenting assessed work or inappropriate conduct during an examination. This also applies to the theft of another student’s work for submission at an interview, or inclusion in a portfolio.
- Plagiarism is any situation where a student incorporates un-cited published material, or material produced by another student into his/ her submitted work, without proper referring therefore implying that it is their own original work. This also applies to the theft of another student’s work for submission at an interview, or inclusion in a portfolio.
- Collusion is the knowing collaboration without official approval between two or more students in the preparation and production of work which is ultimately submitted by each in an identical or substantially similar form and/ or is represented by each to be the product of his or her individual efforts.

www.nottinghillcollege.co.uk

Head Office
19, Waters Edge Business Park, Modwen Road, Salford,
Greater Manchester, M5 3EZ, United Kingdom
Tel: +44 161 872 9271

Notting Hill College Egypt
123 Ahmed Shawky St., Roushdy,
Alexandria, Egypt
Tel: +203 5427420



Notting Hill College



3. OBJECTIVES

3.1: The college is committed to developing outstanding teaching and learning and providing world class customer service to meet the needs of all learners.

3.2: The college will ensure:

3.2.1: All students are aware of the college's position with regards academic misconduct and plagiarism both through the instructors and through encouraging the students to read the submissions guidelines document.

3.2.2: All suspected cases of internal cheating, collusion and Plagiarism are reported to the relevant person for appropriate action.

3.2.3: Any Misconduct during an examination, or external assessed activity, will be recorded on the appropriate report form, which is given to the appropriate individual, who will investigate the complaint and instigate the appropriate procedure. The decision will be circulated to the appropriate heads of department and the student.

3.2.4: The college conduct a fair and objective investigation into the complaint.

3.2.5: The college will ensure that the student has the right to fully participate in any investigations.

3.2.6: The college will ensure that the student has a right of appeal to the college/ or awarding body/ institution.

3.2.7: The college will ensure that all appropriate rules and regulations will be adhered to during this process.

4. STAKEHOLDER CONSULTATION

This policy refers to the statutory responsibility of the College to meet the requirements of external awarding and examining bodies with regard to the behaviour of students undertaking examinations and summative assessments.

5. MONITORING AND REVIEWING

The policy and associated procedures will be monitored and reviewed annually by the senior management of Notting Hill College.

The effectiveness of the Cheating and Plagiarism policy will be measured through:

- The audit of assessment (Internal and External)
- Internal Verification reports.
- External verification reports.
- Analysis of learner feedback.





PROMOTING EXCELLENCE IN EDUCATION

- Module and course evaluations/reviews.
- Analysis of complaints and disciplinary trends

6. EQUALITY IMPACT ASSESSMENT

6.1 Tutors should be aware of all the protected characteristics outlined in the Equality Act 2010 that may serve as factors affecting student ability. Support needs may arise as in relation to age, disability, gender (including gender identity), marital / civil partnership status, pregnancy / maternity status, race, religion or sexual orientation.

6.2 Tutors need to be aware of potential student support needs under the Equality Act 2010. Where this relates to disabilities and learning difficulties, anticipate the needs resulting from disclosure and seek advice from their Curriculum Centre support Coordinator and Disability Manager where appropriate.

www.nottinghillcollege.co.uk

Head Office
19, Waters Edge Business Park, Modwen Road, Salford,
Greater Manchester, M5 3EZ, United Kingdom
Tel: +44 161 872 9271

Notting Hill College Egypt
123 Ahmed Shawky St., Roushdy,
Alexandria, Egypt
Tel: +203 5427420



Notting Hill College