



Catherine School of London

Academic Misconduct and Plagiarism Policy

Date: 15 May 2025

Review Date: Annually or upon regulatory or institutional changes

1. Policy Statement

Catherine School of London is committed to maintaining the highest standards of academic integrity, honesty, and fairness. Academic misconduct undermines the credibility of qualifications and the integrity of our educational environment. We have a zero-tolerance approach to plagiarism and all forms of academic dishonesty.

This policy sets out the principles, definitions, responsibilities, procedures, and consequences relating to academic misconduct and plagiarism.

2. Purpose

This policy aims to:

- Promote a culture of academic honesty and responsible scholarship
 - Define and explain what constitutes academic misconduct and plagiarism
 - Outline how such cases will be identified, investigated, and dealt with fairly and consistently
 - Provide guidance to students and staff on how to avoid misconduct
 - Safeguard the integrity of our qualifications and the reputation of the centre
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3. Scope

This policy applies to:

- All students enrolled at Catherine School of London (whether studying in-person or online)
 - All staff involved in the delivery, assessment, and verification of academic work
 - All qualifications offered, including those awarded by external awarding bodies (e.g. Focus Awards)
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4. Definitions

Academic Misconduct

Any action or attempted action that gives an unfair academic advantage or breaches the principles of academic integrity. This includes (but is not limited to):

- **Plagiarism**
- **Collusion**
- **Cheating in exams or assessments**
- **Fabrication or falsification of data or evidence**
- **Impersonation (e.g. someone completing work on behalf of a student)**
- **Submitting purchased or commissioned work (“contract cheating”)**
- **Reusing one’s own previous work (“self-plagiarism”) without permission**

Plagiarism

Presenting another person’s work, ideas, or words as your own, without appropriate acknowledgement. This includes:

- Copying text without quoting or citing
- Paraphrasing someone else's ideas without acknowledgement
- Using images, graphs, or data without proper attribution
- Submitting downloaded material from the internet as original work

Plagiarism may be **intentional** or **unintentional**, but both are treated seriously.

5. Prevention and Education

Catherine School of London is committed to **educating students** about academic integrity from the outset. We will:

- Provide clear guidance on referencing and citation (e.g. Harvard, APA)
 - Offer academic writing and study skills support
 - Embed discussions of academic honesty in induction and classroom activities
 - Train staff in detecting and addressing misconduct
 - Use plagiarism detection software (e.g. Turnitin, Grammarly, or others)
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6. Responsibilities

Role	Responsibilities
Students	Understand and follow academic integrity guidelines; submit only original work; seek help if unsure about referencing
Tutors/Assessors	Provide guidance; assess work fairly; identify and report suspected misconduct

Role	Responsibilities
Internal Quality Assurers (IQAs)	Monitor assessment integrity; investigate reported cases; ensure fair treatment
Centre Management	Maintain policy compliance; review cases; apply sanctions; liaise with awarding bodies as necessary

7. Detection

Academic misconduct may be identified through:

- Tutor/assessor observations (e.g. inconsistent writing style, sudden improvement)
 - Use of plagiarism detection tools
 - Peer or whistle-blower reports
 - IQA and EQA sampling
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8. Procedures for Investigating Suspected Misconduct

1. **Initial Review**
 - The assessor flags suspected misconduct to the IQA with evidence (e.g. Turnitin report, annotated work).
 - The IQA conducts an initial review to determine if there is a case to answer.
 2. **Notification to Student**
 - The student is notified in writing and invited to attend a formal meeting to explain the circumstances.
 3. **Investigation**
 - A panel (usually involving the IQA and a senior staff member) investigates the case, considering all evidence and the student's explanation.
 4. **Outcome and Sanctions**
 - If misconduct is confirmed, appropriate action is taken (see Section 9 below).
 - If the allegation is not upheld, the work is marked as usual.
 5. **Reporting**
 - Serious cases will be reported to the awarding body in line with their regulations.
 - A record of all cases is kept for audit and quality assurance purposes.
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9. Possible Sanctions

Sanctions are applied depending on the **severity**, **intent**, and **academic level** of the offence. Examples include:

Offence Level	Possible Sanctions
Minor (first-time, unintentional)	Written warning, re-submission of work with guidance

Offence Level	Possible Sanctions
Moderate (significant copying, with awareness)	Work disqualified; fail mark for assessment; resubmission under conditions
Serious (deliberate cheating, impersonation, repeated offences)	Disqualification from the unit or course; suspension; report to awarding body; expulsion (in extreme cases)

10. Appeals

Students have the right to appeal a decision regarding academic misconduct. Appeals must be:

- Submitted in writing within **10 working days** of the outcome notification
- Addressed to the Principal or designated appeal officer
- Based on procedural errors, new evidence, or disproportionality of sanctions

Appeals will be reviewed by an independent panel and responded to within **15 working days**.

11. Record-Keeping and Confidentiality

- All investigations and outcomes are documented and retained securely in line with our **Data Protection Policy**
 - Information is shared only with those who need to know
 - Records are kept for the duration required by the awarding body and regulatory standards
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12. Links to Other Policies

This policy works alongside the following Catherine School of London policies:

- Assessment Policy
 - Teaching, Learning and Quality Assurance Policy
 - Equality and Diversity Policy
 - Data Protection Policy
 - Complaints and Appeals Policy
 - Safeguarding Policy (where appropriate)
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13. Policy Review

This policy will be reviewed **annually**, or sooner if there are significant changes in regulatory guidance, internal procedures, or awarding body requirements.

14. Policy Approval

This Academic Misconduct and Plagiarism Policy is approved by:

Tahir Khan/Director

Date: 15 May 2025