PLAGIARISM

POLICY & PROCEDURES

DOCUMENT CONTROL	
Policy number	PDTT002 v1
Approval date	October 2023
Review date	September 2024
Policy owner	Quality Coordinator Head of Skills and Training
Scope: applies to who	Learners, teaching staff, Internal Quality Assurers, support staff and managers

INTRODUCTION

Academic assessments are designed to assist with a learner's learning; for learners to demonstrate their knowledge and understanding; and to effectively measure whether the learner is achieving the key learning outcomes of the course. Grades given show how fully the learner has demonstrated this and give credit for their learning and work.

Learners work should be independent (unless otherwise specified), using an appropriate academic style and with sources fully credited/referenced according to academic requirements. It is important that learners apply good academic practice and principles to their work – behaving honestly; ethically; and with integrity.

When a learner submits an assignment / assessment, they are asked to confirm that the work they are submitting is their own and has not been written by anyone else. Whilst the learner may collaborate with others in studying, submitted work copied from or written jointly with others is not acceptable, unless collaboration is required in an assignment.

PLAGIARISM

Plagiarism is presenting someone else's work and/or ideas, without acknowledgement, as your own. This is academic misconduct. It can also include copying another's work (in full or in part); failing to or incorrectly citing sources; using any AI (artificial intelligence) tool or software; receiving help beyond that from or agreed with your tutor.

All work submitted includes a declaration for learners to confirm the work is their own. Sources of reference used within the work, should be referenced following the Harvard Referencing System and noted in the bibliography.

Examples of when this might occur in an assignment:

- Using a choice phrase or sentence discovered or translated from another source.
- Copying word-for-word directly from a text or other source.
- Paraphrasing or translating the words from a text or other source very closely.
- Using text downloaded from the internet, including that exchanged on social networks or from AI tools/software.
- Borrowing statistics or assembled facts from another person or source.
- Copying or downloading figures, photographs, pictures, or diagrams without acknowledging sources.
- Copying comments or notes from a tutor.
- Copying from the notes or essays of a fellow student.
- Copying from own notes, on a text, tutorial, video, or lecture, that contain direct quotations from tutors.
- Using text obtained from assignment writing sites, organisations, or private individuals.
- Paying for work from other sources and submitting it as one's own.

It is important to understand that if you do not acknowledge fully the sources that have contributed to and informed your work you are misrepresenting your knowledge and abilities. Since this may give you an unfair academic advantage in assessment it is academic misconduct.

PLAGIARISM PROCEDURE

When reviewing learners submitted assignments/assessments, all work will be put through the plagiarism checker Small SEO Tools. If plagiarism is detected in a learner's work, the following procedure will take place:

All issues dealing with suspected plagiarism will be reported to the Internal Quality Assurer, who will discuss this with the learner and their tutor. Following this

- The learner may be asked to re-do the work or they might be asked to have a professional discussion with their tutor to verbally explain what they have written.
- The incident will be reported to the Awarding Body as appropriate.
- It may lead to disciplinary action being taken against the learner.

POLICY REVIEW

This policy will be subject to annual review, update and approval by the Quality Coordinator and Head of Skills and Training.