

# PLAGIARISM POLICY

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## 1. Introduction

This policy covers all Elite Pathways learners irrespective of the type of learning programme. It is important also to make reference to the guidance provided by the appropriate Awarding Body on plagiarism and assessment.

## 2. Scope

This policy applies to all learners studying with Elite Pathways.

Breaches of this policy will be managed through the Elite Pathways Disciplinary policy and procedure.

This policy underpins Elite Pathway's core values and will be used objectively and free from discrimination in accordance with the Elite Pathways Equality and Diversity policy.

## 3. Plagiarism

Plagiarism is defined as "the presentation of someone else's work, ideas, opinions, or discoveries, whether published or not, as one's own". It is considered unacceptable as authentic evidence for assessment. In order for accurate assessment of a learner's knowledge and understanding to occur, it is essential that information presented is created and compiled by the learner themselves.

Where referencing or quotation is used from a secondary data source within a written assessment, it should meet the following criteria:

- Quotation marks/referencing marks should be used and credited to the original source
- The information should be used as an example or illustration of a point made/concept expressed in the text
- The information should be only of a length necessary to provide the relevant illustration or example
- The quotation or reference should provide an opportunity for the learner to demonstrate understanding, through the ability to select relevant secondary data for the illustration or example.

The copying of a fellow learner's work is equally unacceptable as assessment evidence. Where plagiarism in these circumstances is clear i.e. word for word, or with one or two words/phrases/the formatting changed, the work will be voided for assessment, and an alternative opportunity for re-assessment provided. Any work deemed to have been copied, either from material published in the public domain, or fellow learners will not be accepted and such incidents will be referred to the Quality Pannell for investigation. As a result of the investigation, various courses of action may be possible including:

- Resubmission of evidence for assessment
- Resubmission of new evidence for new assessment
- Resubmission of new evidence for new assessment, with grading penalties
- Disciplinary action

All assessment comments will clearly state the course of action to be taken, and the rationale for that decision. Should a learner disagree with an assessment, and is unable to reach agreement on

discussion with the assessor, learners have recourse to the Appeals Procedure, where grounds for appeal must be submitted clearly in writing.

#### **4. What Happens if a Students Plagiarise/Copies?**

If plagiarism is clear (word for word, or with one or two words/the format changed), the work submitted will be voided for assessment. It will not be accepted. An alternative opportunity for re-assessment will be given, according to the course guidelines. Any work that appears to have been copied without acknowledgement, either from published sources or fellow learners, will also not be accepted.

#### **5. What Students can do to Avoid Plagiarism?**

Plagiarism is easy to avoid. The standard method is to acknowledge all sources of information that have been used. This can be done by:

- Re-write material that you are using from any source in your own words
- Reference the source of any thoughts and ideas that you have re-written so that you are acknowledging where you found these ideas, theories, illustrations and diagrams
- Put anything taken word for word in quotation marks and state where you took this material from
- Only use a quote as an example or illustration of a point made or concept expressed in your text – keep it short and to the point
- List all sources (books, magazines, internet) at the end of your essay or project. Write them up using the Harvard or similar format
- Seek advice from your course team, personal tutor, or the learning centre staff on how to reference and provide a bibliography

#### **6. Why is it Important to Avoid Plagiarism?**

During induction all learners, sign a code of conduct, agreeing to comply with the study and behaviour requirements of Elite Pathways. In order for genuine knowledge and understanding to be accurately assessed, learners must produce work, which is presented, created and compiled by them alone. Anything else is dishonest and false, and is very often easily identified.