

Plagiarism Policy

Document Version Control			
Document Version	Date	Policy Author(s)	Review Date
Version 1.0	19/09/2016	Andy Hollinson	19/09/2017

Plagiarism is a serious offence and learners are responsible for being aware of it. The Centre will operate within Malpractice and Maladministration Policy of The Square Metre Ltd and our Awarding Organisations

Policy Overview

Plagiarism is a form of dishonesty that occurs when a learner passes off someone else's work as his/her own. This can range from failing to cite an author for ideas incorporated into a learner's completed assessment, to cutting and pasting paragraphs from different websites or other people, to handing in a completed assessment downloaded from the internet or another person as their own work.

Plagiarism in most instances is easy to identify and expose. One of the sources that makes plagiarism easy and tempting to some learners, the internet, makes its detection easy. Most Centre Staff can locate the source of suspected plagiarism within a few minutes of searching the internet. In this context, plagiarism is as much stupidity as it is dishonesty. Learners should be aware that the Centre has access to plagiarism software which can detect plagiarism.

Centre Action

Any Centre Staff who believe plagiarism has taken place are required to put the learner through the Learner Disciplinary Procedure.

The consequences of plagiarism

Plagiarism is an offence. All Centre Staff are expected to report all instances of plagiarism to the Centre's Quality Assurance Co-ordinator or Head of Centre, who initiates an investigation. Learners accused of plagiarism will have to go through the internal disciplinary procedure.

All parties to plagiarism are considered equally guilty. If you share your assessments with another learner and he /she plagiarises it, you are considered as guilty as the one who has plagiarised your work, since you enabled the plagiarism to take place. Under no circumstances should a learner make his/ her assessment available to another learner unless explicit permission for this to happen has been given by the Centre.

What learners should do?

All learners should familiarise themselves with this policy and be aware of the consequences of plagiarism.

Avoid plagiarism by correctly citing sources. The Centre may require you to follow a certain method of referencing. Copying someone's work is an extreme and straightforward act of plagiarism. More commonly, however, learners plagiarise without realising they are doing so. This generally happens when a learner fails to acknowledge the source of an idea or phrasing.