Learner Plagiarism Guidance

Document title	Learner Plagiarism Guidance		
Reference No.	PG	**Version**	0.2
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Authorised by	Luke Muscat, Managing Director		
Issue date	20/08/20		

Version	Name	Comment	Date
0.1	Alison Dann	New Issue	20.08.19
0.2	Alison Dann	Review Due for review on: 20.08.2021	20.08.20

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What is plagiarism?

Plagiarism is the act of using someone else's work or ideas as your own. If you try to pass someone else's ideas/ work off as yours when submitting work to your tutor, without acknowledging where you got the work from, you are committing plagiarism. Copying sentences or paragraphs from other sources, whether other students work or from other sources is simply not acceptable. This is defined as academic misconduct. Examples of other people's work/sources could include, language, thoughts, ideas, expressions and images.

How Back2work will deal with concerns relating to plagiarism

If a tutor/IQA identifies a learner has committed plagiarism within the work, they have presented for marking the learner will be asked to amend the afore said work. They will need to demonstrate the work is their own. Also, they will be given sufficient time (with a set target date) to redraft the work they have produced, ensuring if they are using research resources, they cite/reference where they have sourced the resources.

For learners that repeatedly submit plagirised work they will be dealt with in accordance with our Learner Disciplinary Policy.

If a learner disputes the decision of the tutor/IQA then this in the first instance will be reviewed by the tutor and ultimately submitted to a lead IQA for review.

I confirm I have read the above guidance and am aware of the process I need to follow if the need should arise.

Learner Name: …………………………**..**…………………………………

Signature: …………………………………………………………………………… Date: ………………………