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Charity Number 111626 Company Number 5535863

PLAGIARISM POLICY

1. Aim of the Policy

Activ8 Learning takes the offence of plagiarism seriously and is committed to ensuring that we comply with the requirements of the awarding organisations and are able to demonstrate that the procedures we have in place maintain the integrity of the assessment procedures. This policy serves as guidance to the learners to inform them of the nature of plagiarism, its seriousness and the implications that may be imposed where plagiarism is detected

2. Definition of Plagiarism

There are two forms of plagiarism

- Copying of materials from other sources such as test books, internet, journals, magazines, use of images from any other sources which is included in any work submitted for assessment and it has not been acknowledged about the source of information or the content of the material, this includes either referencing standards has not been fully or properly followed or not followed at all
- Evidence presented by a learner as their own work which has been created by another learner or group of learners, but presented as if it was the work of that person's individual work

Examples of plagiarism include

- Word to word copying information directly from a text book
- Using images, diagrams, flowcharts directly without referencing
- Using content or text directly from the internet
- Using a phrase or sentence that you have found interesting from somewhere else
- Theft – using another learner's work done in the past or present and presenting the work as if it is their own work

3. Procedure for dealing with plagiarism

When plagiarism is detected in a learners submitted evidence this will be investigated thoroughly by their assessor / tutor.

If it is identified that the learner has been involved in plagiarism, then a meeting is arranged with the learner to find out whether they were aware that some of their work has not been referenced, or not referenced properly i.e. unintentional plagiarism.

This meeting will be arranged within two weeks of the submission of the evidence.

If this is the first time the learner is involved in plagiarism, this meeting is intended to offer support and guidance to the learner and explain the acceptable way of writing techniques and the expected way of referencing.

In the meeting the learner is also warned of the consequences that they may face if it is continued for future evidence submitted

If the learner admits plagiarism was committed intentionally, then they should be asked to sign a record of confirmation at the end of the meeting

If it is found the learner has committed plagiarism intentionally then the case will be referred to the Lead IQA of that sector who will look into the details of the case on an individual basis as to the nature of the offence and report their findings within two weeks.

On confirmation of the plagiarism by the IQA the case will be forwarded to the Centre Manager & Director of Activ8 Learning who will also look into the case and if it is confirmed then they may conduct disciplinary procedures.

The outcome of the case will depend on the severity of the case and may range from reduction in the marks of the subject, the evidence to be completed and submitted again, to expulsion from the course.

Appeals:

Learners who wish to appeal against the decision on plagiarism must do so in writing to the Centre Manager of Activ8 Learning within two weeks of being notified of the decision. The Centre Manager will refer all appeals to the Director of Activ8 Learning

4. Date of adoption and review

This policy on Plagiarism was adopted by the Directors / Trustees of Activ8 Learning on: 20th May, 2014

Signed on behalf of Chair of Trustees:

B Linford



Due date for completion of next review: May 2020