Plagiarism policy

Plagiarism is serious and all tutors must understand that learners should be aware not to plagiarise. If they do, please follow this policy to resolve the issue.

A learner plagiarises Identify plagiarised material and work out whether it was intentional or unintentional plagiarism. To do this, I suggest arranging a meeting with the learner and PAL to confirm the severity of the plagiarism and give them an opportunity to comment. When a verbal warning should be given (1st Warning): When a student should be For any learner(s) that plagiarises they will automatically fail their dismissed from the course (3rd (Poor citation-no quotation marks, has module and will need to re-submit that piece of work capped at the never been told about plagiarism by warning/dismissal): pass percentage- which does vary per course. Depending on the tutor, 1st time offence) severity of the plagiarism they will either be given a verbal warning, (Material bought for money, written warning or be dismissed from the course. If you feel it Learner(s) hasn't been given any fraudulent, previous offences appropriate, you can signpost them to the Open Learning Centre for induction /conversation about before this one has occurred) support with their learning, referencing, English and maths etc. plagiarism and not to plagiaries-Continuous plagiarism so therefore does not understand despite repeated attempts what they have done and the by tutor. severity. When a written warning should be given (2nd Warning): Purchasing coursework from Less than 10% of work has been (Collusion, paraphrasing or quotation of direct content. Learner(s) has copied the internet unintentionally plagiarised and the a substantial proportion of material from another source whether that is learner(s) has been able to Learner(s) has been from a fellow learner or textbook, 2nd time offence) comment and provide a reprimanded previously justification. Learner(s) has previously been given a verbal warning and has still plagiarised with a verbal and written warning Learner(s) has plagiarised because Blocks of text have been directly taken from source of poor academic practice. Tutor is able to make a judgment that this is an intentional plagiarism

Collusion between students to directly mimic each other's work.

Learner Name	ULN number	Course	Details of plagiarism	Date plagiarism	Action taken
				occurred	

Please keep a record of plagiarism incidents in a table for your reference. An example is above:

Please alert your PAL to these incidents as it is important to keep a record of these learners so that they can be dealt with accordingly.

Name of Policy:	Plagiarism – Appendix 1		
Date Issued:	September 2017		
Date Reviewed:	September 2022		