



# Plagiarism – policy and procedures

## ABSTRACT

The Learner is required to use and refer to information from a variety of published sources to demonstrate their knowledge and understanding, in some cases however, the Learner should be careful not to claim this as their own work. The Learner should ensure that they always reference the information source that they have used.

Bryan Horne

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# PLAGIARISM – POLICY AND PROCEDURES

## SCOPE

- 1.1 The Learner is required to use and refer to information from a variety of published sources to demonstrate their knowledge and understanding, in some cases however, the Learner should be careful not to claim this as their own work. The Learner should ensure that they always reference the information source that they have used.
  
- 1.2 When a Learner has included information from published sources in their work, they must acknowledge this information fully and accurately by:
  - Identifying their sources, in a brief format, in the body of their written work (referred to as an intext citation) and
  - Providing a detailed list of their sources in an alphabetical list at the end of their work (known as a reference list).
  
- 1.3 If a Learner fails to reference their sources, this can constitute plagiarism, which is considered a serious offence. It is important to remind Learners that information can often be restricted by copyright or trademark, protecting the authors rights. By correctly referencing information sources, and Learner can validate their statements and conclusions they make in their work by providing supporting evidence. For many Learners, referencing information sources can be a time-consuming process, but it is a mandatory requirement when submitting work which contains elements previously published.
  
- 1.4 Copying from another person in any form also constitutes plagiarism and this is not allowed. This could also put their assessments in jeopardy. If the Learner's work is deemed to contain elements of plagiarism, it will be required to be investigated by the training provider/employer and a report of malpractice will be required to be issued to The Learning Machine.

Further information on the use of referencing can be found at <https://www.plagiarism.org>

## DEFINITIONS

1. Cheating is an attempt to give or obtain assistance in a formal academic exercise or examination without due acknowledgment.
  
2. Plagiarism means knowingly presenting the work or property of another person as if it were one's own without appropriate acknowledgement or referencing. It includes:

- word for word copying of sentences or paragraphs from one or more sources which are the work or data of other persons (including books, article's themes, unpublished works, working papers, seminar and conference papers, internal reports, lecture notes, tapes or works of creative arts);
- closely paraphrasing sentences, paragraphs, or themes;
- using another person's ideas, work, or research data without due acknowledgment;
- submitting work which has been produced by someone else on the Learner's behalf as if it were the work of the Learner;
- submitting one's own previously assessed or published work for assessment or publication elsewhere, without appropriate acknowledgement;
- copying or submitting computer files in whole or in part without indicating their origin
- in the case of collaborative projects, falsely representing the individual contributions of the collaborating Learners where individual contributions are to be identified.

3. Plagiarism can involve:

- copying any material from books, journals, study notes or tapes, the web, the work of other Learners, or any other source without indicating this by quotation marks or by indentation, italics or spacing and without acknowledging that source by footnote or citations
- re-phrasing ideas from books, journals, study notes or tapes, the web, the work of other Learners, or any other source without acknowledging the source of those ideas by footnotes or citations. This could include material copied from a source and acknowledged but presented as the Learner's own paraphrasing.
- words quoted directly from another source without acknowledgement.
- submitting another Learner's assignment as your own or paying someone to write your assignment for you or buying a paper and submitting it as your own work.
- using parts of a past Learner's assignment in your assignment without acknowledgment
- using the structure, argument, and research sources from another Learner's answer.