

Plagiarism Policy

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Introduction

Academic assessments exist to help you learn and to demonstrate your knowledge and understanding. Grades show how fully you have demonstrated this and give you credit for your learning. Good academic practice is the process of completing your academic work independently and honestly, using the appropriate academic style and with all sources fully attributed according to academic requirements.

When you submit an assignment or complete an online/paper-based assessment, you are asked to confirm that the work you are submitting is your own and has not been written by anyone else. While you may collaborate with others in studying, submitted work copied from or written jointly with others is not acceptable unless collaboration is required in the particular assignment. This includes support with answers given when taking an online assessment.

Plagiarism

Plagiarism is using, without acknowledgment, someone else's ideas or work. If you submit an assignment that contains work that is not your own, without clearly indicating this to the marker (fully acknowledging your sources using the rules of the specified academic referencing style), you are committing 'plagiarism' and this is academic misconduct. This might occur in an assignment when:

- Using a choice phrase or sentence that you have come across or translated from another source
- Copying word-for-word directly from a text or other source
- Paraphrasing or translating the words from a text or other source very closely
- Using text downloaded from the internet, including that exchanged on social networks
- Borrowing statistics or assembled facts from another person or source
- Copying or downloading figures, photographs, pictures, or diagrams without acknowledging your sources
- Copying comments or notes from a tutor
- Copying from the notes or essays of a fellow student
- Copying from your own notes, on a text, tutorial, video, or lecture, that contain direct quotations from tutors

- Using text obtained from assignment writing sites, organisations, or private individuals
- Paying for work from other sources and submitting it as your own

How can Plagiarism Happen?

There are a variety of reasons why learners plagiarise, but some typical causes may be:

- Learner's lack of awareness of the regulations
- Learner's lack of skill in using source material/acknowledging the use of the material
- Common use of the internet as a source of ideas/information
- Pressure on learners to succeed
- Learner not allowing sufficient time to produce their work/evidence
- It is important to understand that if you do not fully acknowledge the sources that have contributed to and informed your work, you are misrepresenting your knowledge and abilities. Since this may give you an unfair academic advantage in assessment, it is considered to be academic misconduct.

Plagiarism is an offence under the Code of Practice for Student Discipline. Where plagiarism is suspected, Our Future Tutoring Ltd disciplinary procedures will be followed, as described in the Code of Practice for Student Assessment and Code of Practice for Student Discipline.

NB: Passing on your assignments to others is also an offence under the Code of Practice for Student Discipline and may lead to a penalty as set out in Cautions and Penalties in the Code of Practice for Student Discipline.

Detecting plagiarism

Our Future Tutoring Ltd may use plagiarism detection software as part of the learner assignment submission process or regularly run randomised checks on pieces of work to test for possible instances of plagiarism.

Processes of Plagiarism

Stages in the process for investigating plagiarism are:

- Keeping Watch – Check learner's work for acknowledgment of sources, varying quality of content, the use of a mixture of vocabulary/spellings/punctuation/presentation.
- Confirming – If you suspect an assignment has been plagiarised, you must try to locate the source via the internet and/or plagiarism detection software. It is also helpful to speak with the learner and ask them questions about the assignment to assess whether the work is that of the learner.
- Reporting – If your suspicions are confirmed, the matter should be treated as malpractice and investigated as such.

Handling Suspected Plagiarism

Our Future Tutoring Ltd will always investigate cases of suspected plagiarism following the published malpractice/maladministration policy to establish whether plagiarism has taken place. Where plagiarism is identified, Our Future Tutoring Ltd will take appropriate action, investigate, and notify their Open Awards Moderator/External Verifier or Open Awards' Quality Manager (Regulation & Standards).

Where a case of confirmed plagiarism malpractice is identified by, or reported to, an Open Awards Moderator/External Verifier or Open Awards' Quality Manager (Regulation & Standards), Open Awards will implement its published Malpractice/Maladministration Policy. Open Awards may impose a sanction(s) applied to the learner, as necessary if the case is confirmed, in line with its published Sanctions Policy.

Appeals

Our Future Tutoring may deal with appeals internally; however, the learner has the right to appeal directly to Open Awards.