

<b>Procedure Title</b>	<b>Dealing with Academic Misconduct/Plagiarism</b>
Associated Policy	<ul style="list-style-type: none"> <li>Chapter 6 Assessment of Learners</li> </ul>
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### **Purpose**

To deal with learner Academic Misconduct/Plagiarism with learners.

### **Scope**

All Learners

### **Steps for Implementation**

- **MINOR CASES OF PLAGIARISM**
  - Minor cases are those in which the suspected plagiarism is a first offence and represents poor academic practice. Such cases include:
    - Apparently innocent misuse of materials
    - Inadequate citation such as poor referencing, inappropriate paraphrasing
    - Over-reliance on sources without sufficient input of the candidate's own work
    - Those in which the suspected plagiarism represents only a small proportion of the work and/or an element in a piece of work which makes a small contribution to the mark for the module.
  - The tutor, in such cases, may not impose any reduction of marks or in some cases may make a small reduction in marks as appropriate.
- If the tutor has a concern re. plagiarism, the tutor returns the submission to the learner. The tutor and learner discuss the sources used by the learner and discuss referencing. The tutor must bear in mind that the plagiarism may be unintentional. The learner is given the opportunity to re-submit their work.
- **MAJOR CASES OF PLAGIARISM**
  - Major cases are those which may include, for example:
    - Copying multiple paragraphs in full without acknowledgement of the source
    - Taking essays from the internet without revealing the source
    - Copying all or much of the work of a fellow learner with, or without, his/her knowledge or consent
    - A second offence where the learner has been in receipt of an earlier warning.

- If a tutor suspects a major case of Academic Misconduct/Plagiarism in submitted work they must first discuss the issue with the ETM.
- If it is considered to be intentional, the tutor and the ETM meet with the learner (who may be accompanied by a person of their choice) to discuss the alleged offence.
- If plagiarism is substantiated, the following apply:
  - If the learner admits the offence, and it is the first offence, the learner is asked to re-present the assessment.
  - If the learner denies that plagiarism has taken place, the learner is given the opportunity to present his/her case.
  - If the plagiarism decision is upheld; the following occurs:
    - (a) Award a mark of zero for the plagiarised piece within the assignment
    - (b) Award a mark of zero for the assignment
    - (c) Award a mark of zero for the full module.
- The outcome of substantiated Academic Misconduct/Plagiarism is recorded by the ETM through the Authentication Process.
- The learner has the right to appeal their result through the Learner Appeals process.

### **Reference Documents**

Minutes of meetings

Tutor Notes

Internal Verification Report.

External Authentication Report