



## **Plagiarism Policy**

### **Our commitments**

As an organisation that certifies learning and achievement, Splash Academy is committed to ensuring the credibility of the qualifications we deliver, along with upholding our responsibilities to learners.

Plagiarism amounts to falsification of work, and cheating will not be tolerated.

### **1. Objectives**

The aim of the policy is to ensure all relevant staff understand what constitutes plagiarism, how to avoid it, and how to deal with cases when they arise.

### **2. Scope**

This policy covers all certificated learners on courses with us

### **4. Definitions**

Plagiarism occurs when an author attempts to present as original existing or unacknowledged materials or ideas from another person, source or (in the case of self-plagiarism) their own work ( [PlagiarismAdvice.org](http://PlagiarismAdvice.org)). It is acknowledged that plagiarism isn't always intentional as it may be as a result of learner misunderstanding rather than direct intention.

Examples of plagiarism include:

- buying a paper from an internet source and submitting it as your own
- getting someone else to do the work for you
- giving false information about the source of information used in work
- copying sections of work from a friend
- copying/ pasting information from textbooks/ the internet without citing the source
- omitting quotation marks from quotations
- incorrect referencing

## **5. Responsibility**

Splash Academy are committed to ensuring all its relevant staff have been trained in how to prevent and detect plagiarism

Learners:

- should not let others see their coursework as this can amount to collusion
- should ensure coursework is written in their own words unless quoting a reference
- understand that using essay banks, essay writing services and sharing work on social networking sites is not acceptable
- understand that when they sign coursework to authenticate it, they are confirming that this is their own work
- should consult a plagiarism guide if unclear.

Tutors/assessors:

- should ensure the learner is aware of the plagiarism policy
- should inform the learner that if plagiarism is confirmed this may result in disqualification from the affected unit/ whole qualification
- encourage awareness and use of the plagiarism guides
- use available technology to check for suspected plagiarism
- be aware of the risks to data protection of using plagiarism checkers
- deal with any plagiarism appropriately.

## **7. Process for dealing with plagiarism:**

- a. If the assessor/tutor suspects plagiarism they should initially discuss their concerns with the learner and seek to verify the learner's understanding of plagiarism, and that the learner can demonstrate that this incident does not constitute plagiarism. If appropriate, further evidence/ resubmission should be requested to show their competence/ knowledge in the area identified. This issue should then be discussed with the internal verifier who will sample the learner's work and report back to the key contact.
- b. If appropriate Awarding Organisation will be informed where appropriate of any incident of malpractice.
- c. If the learner disagrees with a decision made by either the assessor or internal verifier, they can follow the appeals procedure

## **Monitoring and review**

This policy will be reviewed annually. The next review is September 2019