

# Plagiarism Policy

Sept 2021

Version 1

## 1. Scope

This policy applies to all staff at Expanse Learning.

## Academic Honesty & Integrity

### 2. Academic Standards

Expanse Learning reminds students that they must take responsibility to familiarise themselves with, and abide by, the rules, regulations and ethical standards that are associated with education. Students at Expanse Learning are part of an academic community that values trust, fairness and respect and when you enrol you are agreeing to abide by the regulations and to act with honesty and integrity.

### 3. Expectations

We expect all students to embrace the values of the academic community and to reflect this by producing assessments in which the work submitted cites the correct sources and is the student's own work. Students who fail to do so are undermining the fundamental values of the academic community to which they belong.

### 4. Academic Judgment

The majority of students embrace and respect the values of their academic community but there is a small minority who may try to gain an unfair advantage by cheating. Academic members of staff at Expanse Learning have significant knowledge and expertise in detecting acts of academic misconduct in particular plagiarism.

### 5. Responsibilities

At Expanse Learning academic honesty and integrity underpins academic success, and as a student of Expanse Learning it is expected that you will:

- Respect your academic community by behaving with academic integrity and honesty.
- Use the correct citation conventions in all aspects of your work.
- Write all summative assessments independently, unless permitted to do otherwise.
- Sign a declaration with each assessment that the assignment submitted is your own work.
- Seek help if you are unsure what is meant by the term plagiarism and collusion.

### 6. Academic Misconduct

Academic misconduct is categorised into three areas: plagiarism, collusion and cheating through deception and fraud. All allegations of academic misconduct will be thoroughly investigated and may result in action being taken. If found guilty the penalties range from an admonishment to expulsion depending on the severity of the act or if it is a second offence.

### 7. Plagiarism

Plagiarism is the taking of another person's thoughts, words, results, judgements, ideas, images etc., and presenting them as your own. All work submitted as part of the requirements for any examination or assessment and must be expressed in the student's own words and incorporate their own ideas and judgments. Direct quotations from the published or unpublished work of others, including that of other students, must always be identified as such by being placed inside quotation marks with a full reference to the source provided in the proper form.

Paraphrasing – using other words to express another person's ideas or judgments – must also be acknowledged and referenced in the appropriate manner. In the same way, the authors of images and audio-visual presentations must be acknowledged. Plagiarism is the most common form of academic misconduct, and may arise intentionally or otherwise (e.g. through negligence, poor scholarship or lack of understanding). Expanse Learning is committed to ensuring that students have appropriate guidance and opportunities to familiarise themselves with this concept and the measures which students should take to avoid plagiarism in their work. However, there is also a requirement for students to take responsibility for their academic work and to comply with Expanse Learning's standards and requirements.

Examples of plagiarism include but are not limited to:

- Copying - a student should not copy someone else's work or thoughts and pass this off as their own, even if s/he has their permission
- Copying - a student should not insert the writing or thoughts of others into their written work without the correct referencing
- Copy and paste - a student may not copy text verbatim and pass this off as their own, without using quotation marks and citing the original source

- Paraphrasing - avoid closely paraphrasing someone else's work (e.g. by changing the order of the words slightly); either quote the work directly using quotation marks or put the ideas completely in your own words. Remember either way you must acknowledge the source using the appropriate citation conventions
- Self-plagiarism -when students submit the same piece of work (or a significant part thereof) for different assessments – students can only be given credit once for any given piece of work
- Essay banks - when students submit an assessment that has been written by a third party or obtained from a professional writing 'service'.

## **8. Collusion**

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Collusion is when two or more students collaborate, without permission from the programme of study, to produce individual assessments that when compared significantly over-lap in content, order, structure and format. Collusion is an issue of personal integrity and ethics; students who collude are acting dishonestly.

Examples of collusion include but are not limited to:

- Unauthorised collaboration between students to produce the same or substantially similar pieces of work which they then claim as their own
- Essay banks - when a student submits an assessment that has been written by a third party or obtained from a professional writing 'service'
- Allowing another student to submit your work (in part or as a whole) as his or her own.

## **9. Cheating**

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Acting in a dishonest way to gain an unfair advantage is cheating.

Examples include but are not limited to:

- making up or falsifying data for an assignment such as a research project
- falsifying medical conditions or evidence to gain an advantage (e.g. deadline extension)
- taking unauthorised material into an examination
- not complying with the instructions on an examination paper
- not complying with the instructions of an invigilator
- copying someone else's work during an examination
- talking to other students whilst under examination conditions
- using unauthorised aids (e.g. a calculator) during an examination when not expressly permitted.

## **10. Sanctions**

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Instances of academic misconduct will be investigated and appropriate actions will be taken.

## **11. Monitoring arrangements**

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This policy will be reviewed every 12 months but can be revised as needed.

**Impact of non-compliance for:**

<b>Staff:</b>	Disciplinary action, prosecution, prohibition from teaching.
<b>Student:</b>	Disciplinary action, prosecution, Exclusion
<b>Legislation/organisational:</b>	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
<b>Compliance lead:</b>	Director of College
<b>Policy Reference:</b>	ELGR-POL-ORG-0120
<b>Version:</b>	1
<b>Agreed policy location:</b>	DatabridgeMIS and Company Website
<b>Does the policy require Governor approval?</b>	No

**Approval**

<b>Prepared by</b> Scott Roberts (Assoc. CIPD) 01/09/2021    Head of Shared Services	<b>Approved by</b> Tony Brown 01/09/2021    CEO	<b>Counter Signatory</b> Richard King 01/09/2021    Director of Schools, Pre 16 Education
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**Version Control**

<b>Version</b>	<b>Date</b>	<b>Revision</b>	<b>Review Date</b>
1	01/09/2021	Policy Review	31/08/2022
2			
3			
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