



## Plagiarism Policy

### Bespoke Professional Development and Training Limited (BePro)

Last updated: October 2019

#### 1. Purpose of this policy

This policy looks to define plagiarism and cheating and show how it might occur. Plagiarism and cheating are not accepted under any circumstances, and the policy lays out the potential penalties.

If in any doubt, learners should refer to their course materials or speak to their tutor.

#### 2. What constitutes plagiarism or cheating?

If a learner submits an assignment that contains work that is not their own, without indicating this to the marker (acknowledging their sources), they are committing 'plagiarism' and this is an offence. This might occur in an assignment when:

- using a choice phrase or sentence that they have come across.
- copying word-for-word directly from a text.
- paraphrasing the words from a text very closely.
- using text downloaded from the internet.
- borrowing statistics or assembled facts from another person or source.
- copying or downloading figures, photographs, pictures or diagrams without acknowledging sources.
- copying from the notes or essays of a fellow student.
- copying from their own notes, on a text, tutorial, video or lecture, that contain direct quotations.

Although learners are encouraged to show the results of their reading by referring to and quoting from works on the subject, copying from such sources without acknowledgement is deemed to be plagiarism and will not be accepted by BePro. This means that learners must make it clear which words and ideas are theirs and which have come from elsewhere, through the use of quotation marks as well as in-text citations. Such poor academic practice may occur due to inexperience.

BePro gives advice on plagiarism and the proper way to reference materials to every learner during their induction.

Where plagiarised material is included in assignments, tutors are likely to notice the shifts in style and may be aware of the source. BePro may use the internet to check work randomly, both electronic assignments as well as scanned or retyped assignments.

Many pieces of work and study require collaboration with others, but submitted work copied from or written jointly with others is not acceptable, unless collaboration is specified in the particular assignment. Therefore the assignment cover sheet asks learners to acknowledge



a statement confirming that all assessment work they have submitted is their own, and that they have not cheated or plagiarised, in whole or in part. Submitting work that has been done by someone else and persistent borrowing of other people's work without citation are obvious instances of plagiarism and are regarded as cheating. Copying answers from social networking sites is cheating. Paying for work from other sources and submitting it as your own is also cheating. It is intellectually dishonest to cheat and thus give one student an unfair advantage over others. Passing on your assignments to others, with the knowledge that another student may plagiarise the assignment will also lead to a penalty. If a case of plagiarism is proven, this is a serious offence and this could result in failing to pass the unit or obtain the qualification.

### 3. Monitoring and Review

This policy will be reviewed at intervals of 2 years to ensure it remains up to date and compliant with the law.

The policy was last updated October 2019 and is due for review October 2021.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.