

## **PLAGIARISM POLICY**

Plagiarism can be defined as:

Word for word copying of sentences

Whole paragraphs from one or more source

Another person assisting in the production of an assessment submission without the express requirement, consent or knowledge of the assessor etc.

Salford College considers, any assessment completed by the student dishonestly or by improper means, Plagiarism. You must not submit assessments that are not entirely your own work. You must not assist others or accept assistance from others for individual work.

In the event that Plagiarism is identified the following actions will occur:

### **First Offence**

The assessment will automatically be marked as Not Yet Competent and on cloud assess it will be marked with "Plagiarism - First Offence"

The offender will be requested to rewrite the assessment within a designated time period in their own words

If the Assessment has been copied from another student's assessment the other student will also be requested to rewrite the assessment within a designated time period in their own words

No record will be recorded against the offender's name

### **Second Offence**

The assessment will automatically be marked as Not Yet Competent and on cloud assess it will be marked with "Plagiarism - Second Offence"

The offender will be requested to rewrite the assessment within a designated time period in their own words

If the Assessment has been copied from another student's assessment the other student will also be requested to rewrite the assessment within a designated time period in their own words

A meeting will be arranged with the Training and Quality Manager where an official notation within the student's academic record will be recorded

A resit fee will be charged for the assessment per unit of competency

### **Third Offence**

The assessment will automatically be marked as Not Yet Competent and on cloud assess it will be marked with "Plagiarism - Third Offence"

The offender will be requested to rewrite the assessment within a designated time period in their own words

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If the Assessment has been copied from another student's assessment the other student will also be requested to rewrite the assessment within a designated time period in their own words

A meeting will be arranged with the Training and Quality Manager where an official notation within the student's academic record will be recorded

The student will need to enrol again in the unit or units that the assessment relates to.

### **Subsequent Offences**

The assessment will automatically be marked as Not Yet Competent and on cloud assess it will be marked with "Plagiarism - Sub"

The offender will be requested to rewrite the assessment within a designated time period in their own words

If the Assessment has been copied from another student's assessment the other student will also be requested to rewrite the assessment within a designated time period in their own words

A meeting will be arranged with the Training and Quality Manager where an official notation within the student's academic record will be recorded

The student will need to enrol again in the unit or units that the assessment relates to.

The student will be sent to a meeting with the CEO, Training and Quality Manager and the Trainer and may lead to cancelation of the offender's course

At any stage a student has the right to an appeal through Salford College's Complaints and Appeals Process

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