

PLAGIARISM POLICY

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Plagiarism, that is the presentation of another person's thoughts or words as though they were your own, must be avoided, with particular care in assignments. Note that you are encouraged to read, evaluate, critique, contrast and compare the work of others as much as possible at this level. You are expected to incorporate this in your thinking and in your assignments. You must acknowledge and reference your sources.

Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such. A full reference to their source must be provided in the proper form and quotation marks used. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as a single unacknowledged long quotation from a single source. Equally, if you summarise another person's ideas or judgements, figures, diagrams or software, you must refer to that person in your text, and include the work referred to in your bibliography or as footnotes or endnotes.

The direct and unacknowledged repetition of your own work which has already been submitted for assessment can constitute self-plagiarism.

TBS may run your work through specially designed plagiarism software which identifies where there is a match between what you have written and another source. This returns a report which shows the percentage of your work which has been lifted from elsewhere, and we adopt the following policy regarding this:

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Similarity Rating	Action	Comments
0%-24%	No action – the submission will be taken through the next stage of quality assurance processes.	The decision to take no action at this stage does not preclude any action being taken, should plagiarism be identified by the awarding organisation during moderation or quality assurance.
25%-49%	We reserve the right to return the submission to the learner for further work to ensure the amount of plagiarism is reduced and appropriate referencing techniques are included.	The decision to return a submission will be dependent on the level of plagiarised content identified, and the source.
50%+	The submission will be rejected and we will investigate further and address the issue directly with the learner.	We reserve the right to enact the TBS Malpractice and Maladministration Policy.