

# 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 – further information on referencing and bibliographies can be found in the Preparation for Submission document on your given module.

Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such.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.

The process of internal quality assurance may also identify where your work has been copied from another learner – indeed one of the main purposes of internal quality assurance is standardisation and identification of plagiarism. Internal quality assurance activity is carried out on a monthly basis and standardisation activity twice-yearly. This means that there may be a delay in identifying plagiarism and it may be that even if your assessor has passed your assignment but that judgement is rescinded at this point. This is why your assignment will be graded by the assessor as *Pass subject to quality assurance activity*.

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 through internal quality assurance and/or standardisation activity or 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.

Plagiarism checks are carried out on every assignment at Levels 4, 5 and 6. Plagiarism checks will be carried out on a sample basis for submissions at Level 3 as part of the internal quality assurance process. All mark sheets which have had a Plagiarism check carried out will be annotated with the returned %.

Work at Levels 4, 5 and 6 which do not contain a reference list and/or bibliography will be returned for this to be added.

If these checks identify that we need to return your work for amendments, we will contact you and annotate any mark sheet with the feedback and detail.