

Plagiarism Policy

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. 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Direct quotations from the published or unpublished work of others, from the internet, or from any other source must always be clearly identified as such.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 use software, the internet, artificial intelligence to produce work that has not been written directly by yourself is prohibited and we are well aware of easy access to such tools. Our courses and our assessments are designed to not only test your own knowledge but your ability to apply that learning and knowledge into a working environment, either current or future. This is why our assessors will always be looking for examples, descriptions, analysis and evaluation of a working environment known to you – whether in the past or present. Presentation of theory only is unlikely to achieve results, especially at higher levels. Take note of the key, active verb in any assignment questions – there is a difference between Describe (merely a written description of something) and Analyse (which requires you to undertake a balanced review and come up with a conclusion of your own).

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*.

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TBS may run your work through specially designed, licensed 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 2 and 3 as part of the internal quality assurance process. All marksheets which have had a Plagiarism check carried out will be annotated with the returned %. Only the licensed plagiarism software chosen by The Business School will be utilised and learners are not allowed to submit their own plagiarism reports. All learners, for all modules, must complete a cover sheet confirming that the submitted work is their own.

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 marksheet with the feedback and detail.