



**ACADEMY**  
Online Learning Ltd

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# Plagiarism Policy

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# 1.0 Introduction

This policy establishes guidelines for the process of how to deal with incidences of plagiarism in learner's work. The process begins with initial assessment and identification of plagiarism, progresses through three possible stages, and concludes with either authenticated learner's work, or the removal of the learner from the course of study.

## *1.1 Definitions*

Essentially plagiarism is the theft of someone else's work. This could be in the form of:

- Copying and pasting from internet sources
- Copying work of other learners
- Poor paraphrasing. For example, only altering a few words from a text
- Not acknowledging, through appropriate referencing, any resource material used.

# 2.0 Persons Affected

This policy is applicable to all learners enrolled on a course or programme with AOLL.

## 3.0 Aims

The aim of Academy Online Learning Ltd. (AOLL) is to ensure that all instances of plagiarised work are dealt with in a timely and effective manner to ensure that learners are fully supported to develop appropriate skills in relation to the use of source material and referencing.

## 4.0 Responsibilities

### *4.1 The Quality Team*

The Quality Team are responsible for ensuring compliance to this policy. This team shall comprise of: Learner's Tutor, Director of Studies, Quality Manager.

The Quality Team will scrutinise all work where stage 2 plagiarism is suspected or identified to ensure that plagiarism is effectively confirmed.

### *4.2 The Quality Manager*

The Quality Manager shall inform the learner of instances of suspected plagiarism and decisions of the Quality Review Team.

They will also inform the learner of progress through the relevant policy stages and provide appropriate guidance and support to the learner to ensure that issues surrounding plagiarism are resolved.

The Quality Manager will also keep the learner's tutor updated as to the learner's progress.

## *4.3 The Tutor*

The learner's tutor will be responsible for developing learner's referencing skills throughout the ungraded units in order to reduce the incidence of plagiarism.

## *4.4 The Learner*

On submission of all assignments the learner accepts responsibility that work submitted is their own and will be subject to checks by plagiarism software (Urkund).

Where plagiarism is identified, the learner shall carry out all activities as directed to resolve issues.

# 5.0 Procedures

These procedures are effective by learner and NOT by unit.

## *5.1 Ungraded Units*

5.11 All assignment submissions are subject to checks by plagiarism software (Urkund). On submission of each assignment, a report will be issued to show the risk of plagiarism by way of a percentage score. The learner is expected to review the reports on ungraded units to help develop effective skills in referencing and the use of source material.

5.12 If a report shows plagiarism may be present, the learner can make an additional submission with amendments without penalty. However, if an additional submission is made outside of the deadline period, the work would be classed as a late submission.

5.13 Where a tutor has cause for concern regarding the Urkund report of an ungraded unit, they may request amendments be made to address issues. This can be done informally and may include the following:

- Asking a learner to re-write sections of an assignment which show evidence of plagiarism.
- Asking a learner to add citations to their work.
- Asking a learner to amend the format of citations so that they follow a recognised referencing system (preferably the Harvard System).

All of the above can occur outside of the resubmission policy as a student's work is not eligible for grading until it is plagiarism free and referenced appropriately.

Tutors may use professional judgement in issuing deadlines for students to make amendments to their work in respect of plagiarism and/or referencing but should not exceed 5 days.

5.14 The learner's tutor shall monitor ungraded units in relation to Urkund reports and offer support as applicable.

## *5.2 Graded Units*

5.21 For graded units the learner's tutor shall review each assignment where the Urkund report indicates cause for concern.

5.22 Where plagiarism is found or suspected by the learner's tutor, work should be referred to the Quality Manager.

5.23 The Quality Manager will decide whether plagiarism has occurred.

## *5.3 Stage One*

5.31 The Quality Manager will inform the learner via the VLE that plagiarism has been detected. Evidence of plagiarism will be presented to the learner as an attachment.

5.32 The learner will be instructed to complete the 'How to avoid plagiarism activities' on the VLE and be issued a deadline by which to submit their revised work.

5.33 The learner can request a phone conversation to discuss any issues and clarify any misunderstandings of referencing and plagiarism if required.

5.34 If the learner disputes the conversation in any way, the learner will then be directed to follow the Appeals Procedure.

The submission will be eligible for grading on condition there is no evidence of further or continued plagiarism.

## *5.4 Stage Two*

Where a second instance of plagiarism is found 5.21 - 5.31 above shall be followed.

5.41 The learner will be advised that they cannot submit the work again but are given the opportunity to complete an alternative assessment for the same unit where appropriate. This work must be submitted within 5 working days. The alternative assessment is subject to a cap at PASS grade only.

## *5.5 Stage Three*

Where a third instance of plagiarism is found 5.21 - 5.23 above shall be followed.

5.51 The Quality Manager will present the evidence to the Quality Team who will jointly decide if plagiarism has occurred a third time.

5.51 In the event that plagiarism is detected and confirmed in a third submission, the learner will be informed that Stage Three has been reached.

5.52 The learner will be removed from the course without any course fee refunds.

## 6.0 Appeals

All learners have a right to appeal any academic decision by following the Academic Appeals Procedure.

## 7.0 Policy Review Arrangements

AOLL will ensure that compliance with the plagiarism policy is reviewed through a robust internal monitoring system.

The review will ensure that procedures continue to be consistent with the regulatory criteria and are applied properly and fairly.

All evidence of plagiarism will be recorded and notified to the AVA (Certa) through the Awards Board with details of the procedures and sanctions along with how we as a Provider of the Access to HE Diploma are monitoring and recording each stage.