

# Plagiarism Policy

## 1. Introduction

The Retrofit Academy CIC (TRA) is committed to ensuring that any form of assessment is conducted in a fair and consistent manner, with sufficient rigour to ensure that no earner has any undue advantage or can undermine the assessment or examination process in any way. This applies to plagiarism, which is a practice that will not be tolerated by TRA.

Plagiarism, for the purpose of this policy, is defined as:

*'Using, without permission, or acknowledgement, someone else's work, words or ideas in order to contribute to the achievement of a successful course outcome or qualification'.*

This policy covers all forms of assessed work, including, but not limited to:

- Assignments
- Case studies
- Multi-choice assessment tests
- Any other form of evaluated work as designated by a tutor, assessor or TRA staff.

In all assessed work, learners should take care to ensure that the work presented is their own and that they fully acknowledge the work and opinions of others. It is also the responsibility of the learners to ensure that they do not undertake any form of cheating or any other form of unfair advantage.

This policy applies to all submissions and assessments carried out whilst studying with The Retrofit Academy (TRA). TRA also has a duty of care to Awarding Organisations, who also have their own policies on plagiarism, and failure to comply with their policies could result in TRA's centre approval being suspended or withdrawn.

Reference to plagiarism is also made in the TRA Learner Manual, contracts and learner management systems.

TRA's compliance with this policy and how it takes reasonable steps to prevent and/or investigate instances of plagiarism, will be reviewed by TRA periodically through the on-going centre monitoring arrangements and in accordance with Awarding Organisation policies and procedures.

## 2. Plagiarism/use of AI (Artificial Intelligence)

Plagiarism is a specific form of cheating which applies to submissions completed by learners as part of assignments of assessed pieces of work. It usually takes the form of copying materials extracted from published or unpublished work by another person.

Published work includes books, articles and materials found on the internet while examples of unpublished work could be a piece of work previously submitted by another learner or work about to be submitted by another learner.

Plagiarism can be avoided by giving due recognition to the author of the work being used in the form of a citation and advice and guidance is at Appendix A.

Typical examples include:

Extracts from another person's work without using quotation marks and/or an acknowledgement of the source.

- Summarising the work of another or using their ideas without an acknowledgement of the source.
- Copying or using the work of another learner (past or present) with or without that person's knowledge or agreement.
- Purchasing essays or downloading them from the internet to submit them as the learner's own work.
- The inclusion in a learner's work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the sources.
- The summarising of another person's work by simply changing a few words or altering the order of presentation, without acknowledgement.
- The substantial and unauthorised use of the ideas of another person without acknowledgement of the source.
- "Spinning text" using software which rearranges text.
- Using AI software to generate full or partial answers.

### 3. Cheating

Cheating is an attempt to deceive TRA tutors, assessors and invigilators when undertaking assessments and/or examinations, and includes:

Using books, notes, digital equipment, internet access or other materials or aids that are not permitted.

- Assistance or the communication of information by one learner to another.
- Copying or reading from the work of another learner or from another learner's books, notes, computer file or other materials or aids.

- Offering a bribe of any kind to an invigilator or another person connected with any form of assessment.
- Providing or receiving information about the content of an assessment before it takes place, except when allowed by TRA or the Awarding Organisation.
- Impersonating or trying to impersonate a learner or attempting to persuade a third party to impersonate oneself.
- Any attempt to tamper with an assignment or examination script after they have been submitted by learners.
- Fabricating or falsifying data or results by individual learners or groups of learners.
- Communicating with or copying from any other learners during an assessment or examination.
- Communicating during an assessment or examination with any person other than a properly authorised invigilator or another authorised member of TRA staff.
- Introducing any written or printed materials into the assessment room, unless expressly permitted by TRA or Awarding organisation guidelines.

## 4. Consequences of plagiarism or cheating

### 4.1 Plagiarism/Use of AI (Artificial intelligence)

Plagiarism and/or the use of AI is not acceptable. Learners must not contravene any of the examples outlined in section 2 of this policy. If it helps learners to make their point, they may include quotes from any source provided the text used is fully referenced, guidance is provided at Appendix A of this document.

TRA assessors use text comparison software to check for plagiarism and AI, and learners' will be required to resubmit work for assignments, assessments, or case studies which they find to have been plagiarised or have used AI.

Where acts of plagiarism/use of AI are continuous, these will be referred to the Quality Manager and /or the IQA, reviewed, and may be asked to leave the course.

### 4.2 Cheating

Cheating is unacceptable to the Retrofit Academy and any learner found cheating will be asked to leave the course.

## 5. Appeals

Any learners that feel they may have been unfairly treated with regards to this policy have the right to appeal. The appeals procedure is available from TRA by contacting the team at [info@retrofitacademy.org](mailto:info@retrofitacademy.org)

## Appendix A Referencing

Plagiarism can be avoided by giving due recognition to the author of the work being used, in the form of a citation as part of a referencing system. TRA do not specify any particular system, but if it helps the learner to make their point, they may include quotes from any source provided the text used is fully referenced.

Referencing is the method used to give due recognition to the author of the source material, but also enables the quote to be easily traced or located, so it is useful to include as much information as practicable in the reference.

The Harvard referencing convention or style is widely used when referencing academic work. Here are a few key principles:

- When you use another person's work in your own work, either by referring to their ideas, or by including a direct quotation, you must acknowledge this in the text of your work.
- This acknowledgement is called a citation. When you are using the Harvard style, your citation should include:

1. The author or editor of the cited work
2. The year of publication of the cited work.

There are a number of rules relating to citations depending on the number of authors of a work, and if you are citing a quotation, you should insert a citation in the text whenever you use someone else's ideas, whether you put them into your own words (paraphrasing), summarise them, or quote directly.

### Citing one author

A couple of examples:

*'A recent study investigated the effectiveness of using Google Scholar to find medical research (Henderson, 2005).'*

Or;

*'Henderson (2005) has investigated the effectiveness of Google Scholar in finding medical research'.*

### *Citing two or three authors*

If the work has two or three authors, include all names in your citation, e.g.:

'Recent research indicates that the number of duplicate papers being published is increasing (Errami & Garner, 2008). Evidence shows that providing virtual laboratory exercises as well as practical laboratory experience enhances the learning process (Barros, Read & Verdejo, 2008).'

### *Web pages*

When citing from web pages use:

Surname, Initial. (Year that the site was published/last updated) Title of web page. Available at: URL (Accessed: date).

Or:

Organisation (Year that the page was last updated) Title of web page. Available at: URL (Accessed: date).

### *Examples:*

*Burton, P.A. (2012) Castles of Spain. Available at: <http://www.castlesofspain.co.uk/> (Accessed: 14 October 2015).*

*The British Psychological Society (2018) Code of Ethics and Conduct. Available at: <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct> (Accessed: 22 March 2019).*

### *Reference list or bibliography*

At the end of your assignment, you will need to provide a list of references that contain full details of the sources you used when writing your assignment. Your references may take the form of either a reference list or a bibliography.

A reference list is normally a list of the citations that have appeared in the body of your work.

A bibliography lists all the sources that you have consulted in your research and, because it includes sources you may not have cited in your work, it is usually arranged alphabetically by surname.

**TRA only require use of a reference list.**

Here is an example of a reference list (extract in alphabetical order):

Bahtia P (2019) *A summary of 10 key GDPR requirements* (Online) Available from:  
<https://advisera.com/eugdpracademy/knowledgebase/a-summary-of-10-key-gdpr-requirements/>

BIS (2013) *An economic analysis of the sector* (Online) Available from:  
UK Construction, *An economic analysis of the sector*  
Business Directory (no date) *Definition of risk* (Online) Available from:  
<http://www.businessdictionary.com/definition/risk.html> (Accessed 20th April 2019)

Casserley B (no date) *The assessment cycle* (Online) Available from:  
<https://www.train-aid.co.uk/blog/the-assessment-cycle>  
(Accessed 17th March 2019)  
Casserley B, (2016) *Adapting assessments to meet individual learner needs* (Online) Available from:  
<https://www.train-aid.co.uk/blog/adapting-assessments-to-meet-individual-learner-needs>

Chapman J, (2001) *Lifelong learning: concepts, theories, and values* (Online) Available from:  
<http://www.leeds.ac.uk/educol/documents/00002564.doc>

Chartered Institute of Building (2019) *CPD* (Online) Available from:  
<https://policy.ciob.org/>

All suspected cases of malpractice and maladministration will be passed to the Quality Manager who will normally acknowledge receipt, as appropriate, to relevant parties within 2 working days.

Contact details

Anyone who would like to feedback on this strategy, or have any queries about its content, please contact us on:

T: 0330 055 7629

E: [info@retrofitacademy.org](mailto:info@retrofitacademy.org)

## Related Policies (or strategies)

- Malpractice and maladministration policy.
- Appeals policy and procedures.
- Fair assessment policy.