



DistanceLearningCentre.com Ltd

Plagiarism Policy

As an Organisation that carries out assessments, DistanceLearningCentre.com Ltd has an obligation to Examination and/or Awarding Bodies, its learners, employees, and society in general to ensure that the qualifications its learners achieve are a fair and accurate representation of their work, and of the knowledge and skills they have attained during the course of their studies with DistanceLearningCentre.com.

We expect that all DistanceLearningCentre.com students show academic integrity throughout their studies and in their assessments. We define this as:

Academic integrity is how we demonstrate good scholarship by being honest and ethical in own work, acknowledging the work and ideas of others (University of Melbourne cited by Turnitin, 2023).

If you use your own words and acknowledge the work of others in your assessments then you will be demonstrating academic integrity. However, plagiarism, collusion, the mis-use of AI and other forms of cheating undermine both the values of academic integrity and the qualification being studied, as it undermines its credibility. If a learner passes an assessment or attains a qualification by dishonest and unethical means then this is unfair to those who have achieved the same qualification fairly using their own work and evidenced their own understanding, knowledge and skills.

For these reasons DistanceLearningCentre.com will take all appropriate measures to ensure that learner work is in fact their own, and that plagiarism and other forms of cheating have not taken place. The Organisation will also take appropriate action where plagiarism, cheating and/or collusion is detected.

Plagiarism

Plagiarism is a form of cheating and can be defined as:

Presenting work or ideas from another source as your own, with or without consent of the original author, by incorporating it into your work without full acknowledgement.

All published and unpublished material ... [in] printed or electronic form, is covered under this definition, as is the use of material generated wholly or in part through use of artificial intelligence.

Plagiarism can also include re-using your own work without citation ([University of Oxford, 2023](#)).

The above definition of plagiarism covers a range of degrees of seriousness and intent. For example, learners can be motivated by laziness as well as by a direct intent to obtain a qualification unfairly. In practice, it can also be difficult to distinguish between where plagiarism has taken place deliberately and where there has been a failure to acknowledge sources of information appropriately.



There is a clear difference of degree between poor referencing of a quotation or paraphrased information and the deliberate copying of another's work with the intention of obtaining a qualification unfairly. It should be noted, however, that whether it is intentional or not, plagiarism presents a problem when it interferes with the accurate assessment of a learner's ability. Good academic practice will avoid unintentional plagiarism: make notes and rewrite what you have read in your own words and include a reference to show that you have acknowledged the original work.

Plagiarism can also be seen as a breach of trust between tutors and their learners, and between society and its members, and as such, issues relating to plagiarism are matters of honesty and fairness.

Our policy

DistanceLearningCentre.com is fully committed to the detection of plagiarism and takes appropriate measures in its detection, which include:

- The implementation of electronic means of detecting plagiarism and AI use.
- Training its tutors/staff in plagiarism prevention and detection.
- Informing all its learners of the Organisation's position on plagiarism and of the methods being used to detect plagiarism and AI use.
- Instilling in its learners an ethos of fairness and appropriate reward for effort expended.
- The promotion of effective assessment design and assessment practice.
- Ensuring that learners are properly instructed in what constitutes academic integrity, fair practice and appropriate referencing.
- Taking disciplinary action as and when appropriate.

Responsibility

It is the responsibility of all DistanceLearningCentre.com learners and tutors to ensure that work submitted by learners for purposes of assessment is their own and has not been produced through cheating, collusion and/or plagiarism.

It is the responsibility of all DistanceLearningCentre.com learners to ensure that:

- Work submitted for purposes of assessment is their own.
- The words and arguments of others are appropriately cited and referenced using an accepted referencing system, in the case of DistanceLearningCentre.com this is the Harvard System of referencing.
- AI has not been misused to give an unfair or unethical advantage.

To avoid plagiarism, learners must not copy the work of others, whether this is through cutting and pasting, rewriting or by any other means. Changing a few words within a copied piece of text does not render the work as original and still amounts to plagiarism.



This includes, but is not limited to:

- the work of other students, past or present
- all published and unpublished works, whether online, in print, from videos or podcasts
- text from generative AI

In short, work submitted by learners must be their own unless it is specifically indicated within the text through appropriate referencing that this is not the case – or where originality was clearly not a requirement of the assessment being undertaken.

It is the responsibility of all DistanceLearningCentre.com tutors to:

- Regularly stress to their learners of the unfair and unethical nature of plagiarism.
- Make clear to their learners the Organisation's policy on plagiarism and cheating and the consequences if they fail to comply.
- Ensure that their learners have the knowledge and skills required to enable them to cite and reference appropriately.

It is also the responsibility of all DistanceLearningCentre.com tutors to take all possible measures to ensure that when plagiarism does occur it is detected and appropriate action is taken – see DistanceLearningCentre.com's [Plagiarism Procedure](#).

Evidence of plagiarism should be carefully gathered and retained. Issues relating to plagiarism by an individual learner or learners are confidential matters and should be treated as such. All records should be kept with due concern for confidentiality and the need for evidence.

It is the responsibility of the Quality Department to ensure that records relating to instances of plagiarism are kept for the required length of time.

It is also the responsibility of the Quality Department to ensure that these records are appropriately destroyed once the period of time required for their retention has elapsed.

Standards should be applied fairly by all DistanceLearningCentre.com tutors so that accusations of unequal treatment cannot be alleged against the Organisation and its tutors/staff.

Plagiarism and quality improvement

All DistanceLearningCentre.com tutors should also note that learners sometimes copy material word for word not out of a deliberate attempt to cheat, but as a result of a lack of self-efficacy. Therefore in some cases, copying of this kind may be a coping strategy for learners and may indicate either that they are on the wrong course/programme or pathway of study which may be too difficult for them, or there may be actual shortcomings in the course/programme or pathway of study itself.



While this should not be seen as an excuse for what is still essentially cheating, it may indicate additional action which is required over and above dealing with the instance of plagiarism itself. This action might include study skills guidance/intervention or additional support for the individual learner, or the rethinking of course/programme content. For example, is referencing adequately covered as part of the course/programme, have key concepts been adequately covered and has the assessment activity been properly explained?

Action taken and reporting on the detection of plagiarism

All instances of plagiarism, whether they are intentional or not, require action. In all cases, the member of staff must take care to ensure that there is indeed clear evidence that plagiarism has taken place.

If plagiarism is detected then all tutors must refer to the DLC plagiarism procedure to determine the course of action. The procedure is found on the DistanceLearningCentre.com website.

On detecting plagiarism in learner work the tutor may instigate the implementation of the DistanceLearningCentre.com's [Plagiarism Procedure](#). In addition, the tutor must also discuss the alleged plagiarism with the relevant Curriculum Leader.

The tutor will follow the stages of the DistanceLearningCentre.com's [Plagiarism Procedure](#) to arrive at a resolution. Once the resolution has been achieved the tutor must inform the relevant Curriculum Leader.

If for whatever reason the tutor cannot reach a satisfactory resolution then they must inform the relevant Curriculum Leader, who will then aid the tutor in arriving at a satisfactory resolution.

If the Curriculum Leader is unable to reach a satisfactory resolution or provide the required guidance then he/she can refer the matter to the Quality Department.

Final decisions and guidance for all plagiarism related issues is the Executive Manager (HR & Quality).

Appeals arising from plagiarism offences

A learner can make an appeal regarding a plagiarism offence that has been upheld by the Organisation by following our academic appeals policy and procedure.

This policy should be read in conjunction with both the DistanceLearningCentre.com's [Plagiarism Procedure](#) and [Malpractice Policy and Procedure](#).

DistanceLearningCentre.com Ltd: Dates reviewed: 05/10/2012; 01/04/2014; 12/01/16; 03/03/21; 25/04/21; 13/04/22; 06/04/23; 12/05/23; 08/01/24; 23/01/2024