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V3

# Academic Work Completion & Plagiarism Policy

## Introduction

Plagiarism and other forms of academic dishonesty are particularly unpleasant forms of intellectual deceit, especially as they are more difficult to detect than the more usual forms of cheating which arise under the tighter security of written examinations. There are greater opportunities and temptations for learners to engage in these activities in assessed coursework, whether that be assignments, research, practical work or examinations. Therefore, prevention is particularly important and demands the active participation of all teaching staff. Where academic dishonesty nevertheless takes place, all parties, both staff and students, should be clear that Debut regards it as an extremely serious offence of equal importance to cheating in written examinations, and that it will be dealt with accordingly.

## Responsibility and Authority

Debut Training Academy has ultimate responsibility for staff, learner and employees to ensure all learners are fully aware of the expectations and guideline regarding producing their own work and the implications if they do not abide by them.

The designated staff will ensure that the arrangements for overseeing learner work is authentically their own is reviewed on a regular basis. As such three senior members of staff have been designated as Personnel.

The designated personnel are:

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## Examples of Academic Dishonesty

Common forms of academic dishonesty are detailed on the next page:

Item	Explanation
Collusion	the representation of a piece of unauthorised group work as the work of a single candidate
Commissioning	submitting an assignment done by another person as the learner's own work
Duplication	the inclusion in coursework of material identical or substantially similar to material which has already been submitted for any other assessment within the college
False Declaration	making a false declaration in order to receive special consideration by an Examination Board or to obtain extensions to deadlines or exemption from work
Falsification of Data	presentation of data in reports, projects, etc., based on work purported to have been carried out by the learner, which have been invented, altered or copied by the learner
Plagiarism	the unacknowledged use of another's work as if it were one's own. Examples are: (i) inclusion of more than a single phrase from another's work without the use of quotation marks and acknowledgement of source; (ii) summarising another's work by changing a few words or altering the order of presentation without acknowledgement; (iii) copying another's work; (iv) use of another's ideas without acknowledgement or the presentation of work as if it were one's own which is substantially the ideas of another.

## Plagiarism

In cases of plagiarism, it is important to try to distinguish between those in which failure to follow standard conventions of citation and ascription indicate ignorance, carelessness and/or ineptitude and those in which there is evidence of dishonesty.

Plagiarism is the practice of presenting thoughts, writings or other output of another or others as original, without acknowledgement of their source(s). The key word here is "work". It includes all material whether that is traditional printed text, web-based material or resources from another electronic media.

## **Prevention**

All members of staff must explain to their learners at the start of their course and any opportune times during a lesson session that plagiarism and other kinds of academic dishonesty are unacceptable forms of cheating which will be penalised severely. Such warnings should be repeated during the session and are especially necessary where assignments, projects or coursework are substantial elements of the curriculum.

## **Warnings for Non-Compliance**

Warnings on plagiarism and other kinds of academic dishonesty should be accompanied by specific advice from management who have a knowledge of the qualification level. They will be able to advise what constitutes plagiarism and academic dishonesty: for example, where a particular discipline draws the line between legitimate and illegitimate drawing on acknowledged or unacknowledged sources; what is regarded as acceptable collaboration between students undertaking joint project work; and what is expected of an assignment: is it an original contribution to knowledge or a critical survey of published material?

Training learners to make such fine distinctions is part of the academic process and should be formally and publicly acknowledged as such, especially since some of the cases which arise, stem from genuine ignorance on the part of learners who have never received guidance on how to acknowledge sources properly.

Scrutiny of academic work should be sufficiently arranged to ensure that signs of plagiarism or unacceptable levels of cooperation, whether intentional or not, are detected at an early stage and brought to a learner's attention through tutorial guidance and in some cases perhaps by written warning. Of equal importance is to try to avoid the situation arising where a learner gets so far behind with coursework that he or she succumbs to the temptation to cheat as the only means of catching up.

## **Evidencing & Referencing Source of Information**

A further essential issue is the need for supervision arrangements for any assignments or other work to be set out clearly. Learners should know how the choice of a subject matter; they should know how much guidance in planning the assignment will be available to them and what assistance can be expected during the preparation stage.

It should be a matter of departmental policy to provide basic instructions about the extent to which primary sources are to be used in essays and assignments; how and when to use references and what form they should take; the need for full bibliographies and/or lists of sources including those quoted and those which formed part of background reading.

## **AI Tools**

The use of AI tools such as ChatGPT is permitted at Debut, however it should only be used responsibly and ethically. It should only be utilised for drafting ideas, research, getting explanations, planning and structuring written tasks. It must not be used in its unedited form - students must put text into their own words and reference the AI tool they may have used. Please refer to Debut's AI policy for more guidance.

## Procedure at Assessment

The primary responsibility for detecting plagiarism and academic dishonesty, which admittedly may often be extremely difficult, has to lie with teaching staff, though on occasion it may be detected or substantiated by an internal or external examiner. Where a substantive case is detected, the staff member should proceed by raising concerns with the Head of T, L and Assessment. The learner in question will be called to attend an interview and the allegation(s) will be notified to them verbally and followed up by written form. The learner may be suspended in cases where a judgement on them staying on programme or being withdrawn will need to be made.

If it is found that the allegation(s) are upheld, the learner's submitted work will be destroyed. They will be given an option to re-submit the work under the guidance and supervision of a staff member or Assessor. They will be dealt with under the guidance of the disciplinary procedure, i.e. Stage 2 Disciplinary under Category K.

Please refer to Debut's linked policies below for additional information regarding Academic Work Completion & Plagiarism Policy Standards:

- AI Policy
- Access to Fair Assessment Policy
- Academic & Vocational Appeals Policy
- Anti-Bribery & Fraud Policy
- Code of Conduct – Learners Policy
- Complaints Policy
- Counselling Policy
- Confidentiality & Disclosure Policy
- Data Protection Policy
- Disciplinary Policy
- Equal Opportunities & Inclusion Policy
- Employer (Work Based) Support & Expectation Policy
- Employer Guidance Policy on Disciplinary for Apprentices
- Grading, Academic Standards & Feedback Policy
- Guidance Policy
- IAG Policy
- Induction Procedure – Learner Policy
- Induction Procedure – Staff Policy
- Internal Quality Assurance (IQA) Policy
- Learner Support & Super Group Policy
- Learner Positive Behaviour Management Policy
- Meetings Policy
- Observation of Teaching, Learning & Assessment Policy
- Offsite Educational Trip & In Workplace Tutoring Policy
- Quality Assurance Policy
- Review & Appraisal – Learner Policy
- Standards Moderation Policy
- Staff Confidentiality Policy
- Teaching & Learning Policy
- Testing & Invigilation Policy
- Whistle Blowing Policy

## Policy Revision

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