

Plagiarism: Guidance for Learners

The quality of your academic award to yourself and potential employers is based upon

- The maintenance of a system of values which underpins Stanfords Training Ltd as a training provider.
- The development of effective personal skills and knowledge enhancement
- The quality of the teaching and learning process
- The quality of the assessment process.

Therefore, plagiarising work will devalue your education and your academic award and ignore the values of this organisation.

What is Plagiarism?

Stanfords Training Ltd defines plagiarism as presenting someone else's work, ideas, or data as your own without proper acknowledgement. This includes copying text, images, diagrams, or code, paraphrasing without reference, and unauthorised use of Artificial Intelligence (AI) tools to generate work presented as your own. Proper acknowledgement means citing the original source using accepted referencing conventions.

This is different to taking a sentence or short piece of text and using it to clarify your own thoughts or ideas and referencing it. So, with plagiarism comes a strong implication of dishonest conduct. Therefore, it cannot be a surprise to hear that Stanfords Training Ltd regard plagiarism as a disciplinary offence and all plagiarism as a serious breach of good practice. In serious cases, plagiarism can lead to dismissal from the organisation.

Other forms of academic misconduct include:

- Collusion: working with another learner to produce work submitted as your own.
- Falsification: inventing or altering data or information.
- Contract cheating: submitting work purchased or produced by another person or organisation.
- AI misuse: using generative AI tools to create or rewrite assessment answers without declaration or tutor approval.

Penalties for Plagiarising Work

1. For minor offences (sentences or short paragraphs) the plagiarised work will be highlighted **and ignored during marking**. The learner will also receive a written warning.

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2. For substantial evidence of plagiarism (larger sections of text), or a second offence, **the learner will automatically fail the unit**. This will be confirmed in writing.
3. If a learner is found to have consistently plagiarised work (defined as three minor instances or two substantial instances as a minimum), the learner may be withdrawn from the programme or disqualified from the qualification. This will be confirmed in writing in line with awarding body policy

Right of Appeal / Procedural Fairness

All suspected cases of plagiarism or academic misconduct will be investigated fairly and in line with the Stanfords Training Ltd Malpractice and Maladministration Policy and relevant awarding body procedures. Learners have the right to appeal any decision or sanction, following the Learner Appeals Policy.

What is wrong with Plagiarism?

Plagiarism:

- **breaks the organisation's code of values**
- **if it involves copying, it prevents you from developing your skills and knowledge**
- **can lead to dismissal from the organisation**
- **can lead, if undetected, to unfairness in assessment**
- **can lead to inappropriate feedback to you and to everyone else**
- **can involve illegal behaviour where it infringes copyright.**

Plagiarism by directly copying the work of others or by deliberately failing to acknowledge the work of others is a disciplinary offence. Copying the work of others does not give you the chance to put forward your own ideas. As a result, you will not get the right kind of feedback. If plagiarism is widespread, it damages the organisation community and hence the value of your qualification. If plagiarism becomes widespread it will lead to a return to greater use of the formal unseen examination. If you allow someone else to copy your work, you are also failing to uphold the values in learning to which the organisation subscribes. If you give in to peer pressure on this, you are failing to be a good citizen of the organisation. By taking work from the Internet without acknowledging it you may be infringing copyright under UK law (Copyright, Designs and Patents Act 1988) and are failing to demonstrate your own academic capabilities.

Avoiding Plagiarism

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Deliberate plagiarism is cheating. After reading this document you should know what plagiarism is. If, you do plagiarise, then sanctions will be used against you.

Unintentional plagiarism can be avoided by acknowledging, in a proper academic way, the contribution that others have made to the development of your ideas and to the quality of your answers.

So avoid plagiarism by:

- observing organisation rules governing individual and joint work
- observing organisation guidance governing practical work
- observing the referencing conventions within your subject
- using your own words as far as possible when writing an assessment
- indicating clearly when a direct quotation is used and providing exact sources
- providing sources for any indirect quotations or paraphrased material
- making use of careful own-word summarisation, where appropriate, making sure that the source is given in the text and bibliography
- by keeping your work up to date or by negotiating new deadlines if you get behind
- by checking through your work to see whether you have observed the rules
- by asking for guidance
- by taking careful notes with full references and page numbers as you gather information for a topic, distinguishing between direct quotes and own word summaries.

A key skill in using sources is learning to use a given system of referencing. Like any other skill, mastering a reference system takes time and practice. By the time you come to write a dissertation or project, you ought to be able to use correctly the full range of referencing techniques, and textual strategies, for acknowledging the work of others

organisation Guidance

In developing skills to avoid plagiarism the organisation will provide you with guidance concerning good academic practice and the avoidance of plagiarism. You may expect to be engaged in a range of activities such as the:

- **discussion of plagiarism**
- **development of referencing skills**
- **discussion of conventions regarding individual and group work and what is acceptable collaboration.**



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Policy Date: 01/11/2025

Next Review Date: 31/10/2026



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Learner Name Course

I have received, read and understood the guidance notes '[Plagiarism Guidance for Learners](#)'.

I acknowledge that, as a learner of Stanfords Training Ltd, I should work to develop my understanding of the meaning, significance and implications of plagiarism.

I agree to participate in any provision made available by Stanfords Training Ltd to develop good academic practice and an understanding of ways of referencing the work of others.

I agree to take steps to avoid plagiarism, including seeking information on the rules and practices related to plagiarism which applies to my work.

I agree to adhere to the organisation's code of values and to observe the rules on good academic citizenship.

I understand that any suspected case of plagiarism or academic misconduct will be investigated in accordance with the Stanfords Training Ltd Malpractice and Maladministration Policy and relevant awarding body regulations. I understand that confirmed cases may result in withdrawal from the programme, failure of the unit, or disqualification from the qualification

In return, the school which has principal responsibility for my programme:

- will, if requested, provide learning opportunities within the programme to develop an awareness, at a level appropriate to the stage of study, of how to avoid plagiarism and its implications.
- will respond to reasonable requests for clarification on what constitutes plagiarism and for advice on how to avoid it.
- will provide a statement(s) which sets out how to prepare and present assessed work.

Learner Signature Date

Tutor Signature Date

(Name of Tutor)