



Adult Learning Kirklees

ALK Plagiarism Guidance 2022-2024

Adult Learning Kirklees is part of Kirklees Council and as such follows all KC policies, procedures and guidance.

All policies will be reviewed annually by the ALK Advisory Board unless there are in year changes required according to legislation or policy change.

Providers will be made aware of any new policies or changes to inform and amend their own policies and guidance. Policies highlighted will need to be reviewed and revised by the provider annually.

Policies created by: Jeanette Palmer Nina Barnes	Date Created: July 2022	Date of Renewal: July 2024
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ALK provision is largely unaccredited RARPA based courses. There are a small amount of accredited courses and where relevant this guidance will be outlined to learners so that they are aware of their responsibilities to produce their own work.

This policy defines 'plagiarism' and **highlights how to avoid academic misconduct**. If a student submits an assignment that contains work that is not their own, without indicating this to the marker (acknowledging your sources), they are committing 'plagiarism' and this is an offence. Submitting work that has been done by someone else and persistent borrowing of other people's work without citation/ quoting the author are obvious instances of plagiarism and are regarded as cheating.

Assessments exist to help you learn and to demonstrate your knowledge and understanding. Grades show how fully you have demonstrated this and give you credit for your learning. Good academic practice is the process of completing your academic work independently and honestly; using the appropriate academic style and with all sources fully attributed according to academic requirements. When you submit an assignment you are asked to confirm that the work you are submitting is your own and has not been written by anyone else. Whilst you may collaborate with others in studying, submitted work copied from or written jointly with others is not acceptable, unless collaboration is required in the particular assignment.

This might occur in an assignment when:

- using a choice phrase or sentence that you have come across or translated from another source
- copying word-for-word directly from a text or other source
- paraphrasing or translating the words from a text or other source very closely
- using text downloaded from the internet, including that exchanged on social networks
- borrowing statistics or assembled facts from another person or source
- copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources
- copying comments or notes from a tutor
- copying from the notes or essays of a fellow student
- copying from your own notes, on a text, tutorial, video or lecture, that contain direct quotations from tutors
- using text obtained from assignment writing sites, organisations or private individuals.
- paying for work from other sources and submitting it as your own.

It is important to understand that if you do not acknowledge fully the sources that have contributed to and informed your work you are misrepresenting your knowledge and abilities. Since this may give you an unfair academic advantage in assessment it is considered to be academic misconduct. Plagiarism is an offence under the Code of Conduct outlined in the Learner Information Booklet.

Remember:

- Assignments provide a vehicle for assessing your performance during your module and contribute to your overall module result.
- Assignments assist you in understanding your subject and aid your learning on the module.
- When you attempt to use the ideas independently you learn more thoroughly and develop your own writing style.
- You are likely to perform better if you have learned how to write your own answers to questions in assignments.

Please discuss any concerns or clarification with your tutor so that you are clear on the expectations for your work.