

Oxford Professional Education Group (OXPEG)
March 2022
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Reference number 61

Plagiarism Policy

The plagiarism policy is an attempt by OXPEG to identify the problem and give staff and students guidelines on how to deal with the issue. It also sets out clear procedures for staff and students on the issue. It is important all training staff and students in OXPEG carefully read the policy, guidance and warnings.

OXPEG will ensure that:

1. All training, learning and assessment staff carefully read the policy, guidance and warnings on plagiarism.
2. All staff carrying out internal or external assessed work must make students aware of the guidelines on plagiarism. They must explain how to cite any work that is not their own and include all resources used in a bibliography.
3. All trainers, learning and assessment staff before the main examination and coursework period must make students aware of OXPEG plagiarism policy.
4. Training, learning and assessment staff that suspect any non-examination based student's work is plagiarised should deal with the issue as soon as possible. They should make students aware of the issue and penalise them through internal mark schemes, if relevant. If a student persistently plagiarises the issue should be reported to the Company Director, Jane Young. The Company Director, Jane Young will see the student and make them fully aware of the penalties imposed by the exam board and monitor the student's work.
5. If training, learning and assessment staff suspect plagiarism with examination work then the Company Director Jane Young should be alerted immediately to the issue. The Company Director will deal with it depending on the severity of the plagiarism.

If it is a minor offence, such as the student forgetting to include a resource in the bibliography or failing to cite a small amount of text, and the student can be given time to rectify this before the assessment deadline, then this should be dealt with by the trainer. If it is a more serious offence involving students copying work, collusion or major sections of work plagiarised, then the tutor and Examination Officer must be informed by the Company Director.

OXPEG will then take appropriate action. In most cases this will involve informing the exam board of the offence.

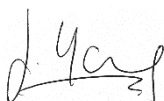
Guidance and Warnings

All candidates must receive guidance on how to cite any work that is not their own. They must be aware that all resources used must be included in a bibliography and that all internet sites are also clearly credited.

It is important to make sure students:

- Always cite the sources of ideas and all resources used in a bibliography
- Do not reproduce verbatim or near verbatim extracts from other resources, e.g. textbooks, internet
- Note that quotation shorter than two lines (approx.) or 20 words (approx.) may be included in inverted commas in the normal run of text (source clearly shown in the Bibliography)
- Realise that longer quotations should be indented and could be shown in a different font
- Try to avoid quotations longer than 200 words
- Try to avoid the overuse of quotations in their work
- Use numbered footnotes for elaborations, elucidations, asides and associated points that would otherwise clutter the text. They should be placed in footer on the relevant page or in a separate list at the end of the assignment (before the bibliography)
- Use appendices for substantial elaborations, e.g. copies of questionnaires, documents, and newspaper reports
- When including charts, graphs and tables in the main text, they must be numbered and referenced
- Use the Harvard system, which is a simple name date system.
- Care should be taken with the references; the important point to remind students' is to be consistent.

Signed:



Date: March 2022