



TYPE: POLICY
SUBJECT: ACADEMIC INTEGRITY Policy and Procedures REFERENCE: LWPO8
DATE OF POLICY: 1 <sup>st</sup> October 2020
LAST REVIEWED: 1 <sup>st</sup> October 2021
APPROVED BY: The Board of Directors
<p><b>1. Policy Statement</b></p> <p>Learning Works upholds a high standard of academic integrity and will adopt a zero-tolerance policy towards plagiarism and cheating during examinations and tests as defined in the sections below. This policy applies to all students enrolled in a programme at Learning Works. All students are informed of this policy before entry in any programme.</p> <p><b>2. Plagiarism</b></p> <p>Learning Work believes that “Plagiarism is a form of academic dishonesty that is considered a serious offense and carries severe penalties ranging from a verbal warning, failing an assignment to suspension from programme/qualification. Students are guilty of plagiarism any time they attempt to obtain academic credit by presenting someone else’s ideas as their own without appropriately documenting the original source.”</p> <p>Plagiarism includes but is not limited to:</p> <ul style="list-style-type: none"><li>• Copying any portion from books, journals, and electronic sources without acknowledgement;</li><li>• Paraphrasing material from another source without proper acknowledgment or citation;</li><li>• Using any part of a previously marked work in a new assignment;</li><li>• Obtaining an assignment from an internet research service and handing it in as your own.</li></ul>

### **3. Cheating during Examination and Tests**

Learning Works believes that it is imperative that it conducts fair and transparent examinations and tests. Cheating during examinations and tests is not tolerated.

Cheating in examinations and tests includes but is not limited to:

- Having unauthorized material in your possession including notes or any other documents or information.
- Communication with others during the examination or test.

### **4. Process**

Learning Works places the responsibility of avoiding plagiarism on the students. Work produced by students need to be authentic and is checked by respective tutor. In addition, this is also checked by respective internal verifier. To assist in this process, LW has introduced anti-plagiarism software Turnitin to ensure a high-quality standard for student work is achieved. As a guideline the similarity percentage should not exceed 21%.

### **5. Consequences**

If it is believed that a student has been guilty of plagiarism or examination/test cheating, the student will be subject to following consequences, according to gravity of the case:

- A verbal warning;
- 'Fail' grade for the students' work;
- Suspension from course, temporary or permanent;
- Cancellation of examination/test.

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