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| TYPE: POLICY and PROCEDURES |
| SUBJECT: ACADEMIC INTEGRITY REFERENCE: LWPO8 |
| DATE OF POLICY: 1 st October 2020 |
| LAST REVIEWED: 1st June, 2022 |
| APPROVED BY: The Board of Directors |
| <p>1. Policy Statement</p> <p>Learning Works upholds a high standard of academic integrity and will adopt a zero-tolerance policy toward plagiarism and cheating during examinations, tests and assignments as defined in the sections below.</p> <p>This policy applies to all students enrolled in a programme at Learning Works. All students are informed of this policy before entering any programme.</p> <p>2. Plagiarism</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 and 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">• Copying any portion from books, journals, and electronic sources without acknowledgement;• Paraphrasing material from another source without proper acknowledgment or citation;• Using any part of a previously marked work in a new assignment;• Obtaining an assignment from an internet research service and handing it in as your own. |

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 needs to be authentic and checked by the respective tutor. In addition, this is also checked by the respective internal verifier. In order 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 the following consequences, according to the gravity of the case:

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

6. Retroactivity

If it results that a student has cheated in any way when carrying out his/her assignments or when sitting for any examination, Learning Works reserves the right to revoke any award granted to the student. This revocation is limited to a three-year period after the award has been granted.

Charlo Bonnici
CEO

