

The Cpl Institute Plagiarism Policy

The Cpl Institute operates a robust assessment process and ensures that all learners are assessed using fair and consistent assessment procedures. As part of this process, identification of plagiarism is central to our assessment processes, and assessments are only awarded marks when the learner evidence submitted is the original work of the learner.

The Cpl Institute upholds the principle of academic integrity, whereby appropriate acknowledgement is given to the contributions of others in any work, through appropriate internal quotes, paraphrasing and citation references.

Learners should be aware that good referencing is integral to the study of any module and part of good educational practice.

Plagiarism

The Cpl Institute understands plagiarism to be the inclusion of another person's writings or ideas or works, in any formally presented work (including essays, assignments, projects, reports, examinations, oral, poster or slide presentations) which form part of the assessment requirements for a module or programme of study, without acknowledgement of the original source of the material through appropriate referencing.

Plagiarism is a form of academic dishonesty, where ideas are presented falsely, either implicitly or explicitly, as being the original thought of the learner.

The presentation of work, which contains the ideas or work of others without appropriate referencing and citation in whole or in part (other than information that can be generally accepted to be common knowledge) is an act of plagiarism.

It can include the following:

1. Presenting work written by a third party, including other learners, friends, family, or work sourced through internet services or using an Artificial Intelligence (AI) service such as Chat GPT.
2. Presenting work copied extensively with only minor textual changes from the internet, books, journals, an Artificial Intelligence (AI) service such as Chat GPT or any other source.
3. Improper paraphrasing, where a passage or idea is summarised without due acknowledgement of the original source or copying directly to work.
4. Failing to include references of all original sources and not identifying resources used.
5. Representing collaborative work as one's own and not referring to the team activity.

Plagiarism is a serious assessment offence and although plagiarism may be unintentional, it is defined by the action rather than the intention. All learners must therefore ensure that they complete consistent checks on evidence being submitted for assessment and marking to ensure that the work is their own and appropriate sources are cited as such.

Learners are responsible for being familiar with The Cpl Institute policy on plagiarism and are encouraged, if in doubt, to seek guidance from their instructor or from the support team at The Cpl Institute. Plagiarism is a serious academic issue, and The Cpl Institute will investigate all alleged

instances of plagiarism thoroughly and apply such penalties as it considers appropriate where plagiarism is confirmed to have taken place.

The process is outlined below:

1. Alleged cases of plagiarism should be examined carefully to establish the facts and relative context of the alleged offence considering the nature and extent of plagiarism as well as the experience of the Learner.
2. The Cpl Institute Policy on plagiarism and associated procedures will be published, available widely and accessible to all Instructors and Learners.
3. All assessments briefings will contain the instruction to use appropriate referencing and citation.
4. All assignments will have a plagiarism statement which indicates that the work presented is that of the learner.
5. The Cpl Institute reserves the right to use electronic and other detection mechanisms to identify instances of potential plagiarism and any work submitted for assessment may be subject to electronic or other detection procedures.
6. Records will be retained of all instances of plagiarism and will be held on learner record and the outcome of any investigation and subsequent actions.

Where an assessor detects a suspected instance of plagiarism in a learner's assignment or examination, taking account of the specific context and nature of the case, any of the following courses of action may be followed:

- Referral of the alleged instance to the Training Manager for resolution via the assessment submission procedures.
- In all cases of referral, the learner should be informed that their assignment or examination script is under scrutiny as an alleged instance of plagiarism.
- The Training Manager informing the learner and outlining the grounds of suspicion, a copy of the piece of work and any supporting evidence will be provided.
- The learner will be provided with advice about correct referencing and how to avoid plagiarism in the future. The Learner may be required to resubmit the work without any further penalty.
- The learner may receive a verbal or written warning and may be required to resubmit the work with or without an academic penalty.

Plagiarism will not be tolerated by The Cpl Institute. If an instructor's/assessor's suspicions confirms that plagiarism has occurred, the learner will be informed and advised of the appropriate actions that will be undertaken:

- Resubmission of the learner work.
- Re-examination of all assessment submissions.
- Removal from programme for continued breaches.
- Recorded on the learner's file.

All queries in relation to our Plagiarism Policy should be addressed to our Training Manager at support@thecplinstitute.ie.