DistanceLearningCentre.com Ltd

Procedure for dealing with plagiarism

For all Level 3 Units

- **Plagiarism detected by tutor on 1st submission of a unit assessment.**
- **Tutor to discuss plagiarism with Curriculum Leader (CL). CL provides advice and support to tutor.**
- **Tutor arranges a tutorial with learner to discuss plagiarism. Learner receives warning which is recorded on learner account and is allowed to re-submit same assessment after discussion with tutor. Learner can still achieve higher than a pass grade.**
- **If plagiarism offence is detected on a 2nd occasion in the same unit, the unit assessment is null and void and learner is informed of 2nd plagiarism offence via email.**

*If learner plagiarises in a further unit after passing the alternative assessment learner is withdrawn from course/programme of study. Malpractice policy and procedure implemented.*

- **If learner further plagiarises in the alternative assessment, he/she is withdrawn from course/programme of study.**
- **Learner now has to complete an alternative assessment for the unit in which plagiarism has occurred. Highest grade awarded for alternative assessment (even if it is for a graded unit) is a Pass.**
* If a learner gets to this stage on two occasions during their course/programme of study; this amounts to multiple plagiarism offences and this needs to be addressed by the tutor and/or CL with either the Tutor Support Manager or the Executive Manager (HR & Quality). This will involve the implementation of the DistanceLearningCentre.com malpractice policy and procedure.

**Further information**

If a learner wishes to appeal the outcome of a plagiarism allegation/offence, they can do so by following our academic appeal policy and procedure.