**What is Plagiarism?**

Plagiarism is defined as the presentation of another person’s thoughts or words as though they were the student’s own. Any quotation from the works of other persons must, therefore, be clearly identified as such by being placed in quotation marks, and students should identify their sources as accurately and fully as possible. Also, if a student summarises another person’s idea, judgement or diagram etc. a reference to o that person in the text must be made and the work referred to must be included in the bibliography.

Choosing to use the services of ‘ghost-writing’ agencies is strictly forbidden, and students who use these services will be liable for a written warning, suspension or dismissal.

Use of unacknowledged information downloaded from the internet also constitutes plagiarism.

Changing the words of an original source is not sufficient to prevent plagiarism. If you have kept the original idea of the source and not referenced it, then you have still plagiarised.

What is considered plagiarism?

* Handing in someone else’s work as your own.
* Copying words or ideas from someone else without giving credit.
* Failing to put a quotation in quotation marks
* Giving incorrect information about the source of a quotation.
* Changing words but copying the sentence structure of a source without giving credit.
* Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

**What does this mean for you as a student?**

It means you can’t do the following:

* Cut and paste from websites or other sources to create your own piece of work
* Use someone else’s work as your own
* Use a professional ghost-writing firm or someone else to produce work for you
* Produce a piece of work based on someone else’s ideas without referencing them

What can you do:

* Quote from sources providing you use quotation marks and reference the source (this includes websites).
* You can paraphrase but you must sill mention the source
* In the case of working with peers you may use the same data, but the interpretation and conclusions must be their own.

Most cases of plagiarism can be avoided by referencing your sources and acknowledging that certain material has been borrowed.

When completing you Unit Summary form on One File you will be signing the following declaration:

* The work has not, in whole or in part, been knowingly submitted elsewhere for assessment.
* Where the submission includes work from a previous assessment this has been identified.
* Where materials have been used from other sources it has been properly acknowledged
* If this statement is untrue, I acknowledge that an assessment offence has been committed.

If a case of plagiarism is proven, this is a serious offence and GHQ Training’s disciplinary procedures will be followed, as described within our policy on Dealing with Malpractice and Maladministration.

You can find more information on plagiarism by visiting the following website; [www.plagiarism.org](http://www.plagiarism.org)

V4\_November 2023