



# THE BRITISH RACING SCHOOL

## Plagiarism Policy

<b>Reviewed:</b>	<b>November 2019</b>
<b>By:</b>	<b>Di Farrell-Thomas</b>
<b>Review Date:</b>	<b>November 2021</b>
Signature of Chief Executive	

**This Policy links to:**

# **The British Racing School**

## **Academic Misconduct: Plagiarism Policy**

Plagiarism (by Oxford English Dictionary definition) is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

**If a British Racing School registered candidate is suspected of academic misconduct including collusion; the school is duty bound as an education provider to report this to the qualification awarding body for them to complete a thorough investigation. The following process will occur in the event of a plagiarism accusation:**

- The registered candidate is informed of the accusation made against them, and the next steps of the investigation with the qualification awarding body. If possible this should be done during a face to face meeting.
- Basic facts will be gathered by the British Racing School to pass on to the qualification awarding body to commence an investigation. Any evidence supplied will also be passed on.
- All communication is logged and must be passed on to awarding body to complete a full investigation.
- The BRS are duty bound to pass on candidates' coursework / assessment materials that may contain plagiarism for the awarding body to thoroughly examine.
- Contact details of both the candidate and accuser to be passed on to awarding body for investigation.
- Candidates have a right to appeal against any decisions made; and this appeal will need to be taken up directly with the qualification awarding body.
- In the event of a qualification achievement being revoked; the BRS shall take guidance from the awarding body as to whether the candidate may be assessed again to be re-awarded their qualification.
- Timings of investigation etc – (need advice from 1<sup>st</sup>4sport on this)
- Privacy during investigation - (need advice from 1<sup>st</sup>4sport)