

Premier TEFL Plagiarism Policy

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1. Introduction

1.1 Plagiarism is defined as the practice of taking someone else's work or ideas and presenting it as your own without appropriate credit.

Whether done deliberately or inadvertently, it is unacceptable. Plagiarism applies not only to text, but also to graphics, video, table images, or any representation of ideas submitted through your course platform. Whether deliberate or inadvertent, plagiarism is a form of academic misconduct, and conflicts with the ethos of the Premier TEFL and details of procedures for a breach of this policy are set out below.

2. Types of Plagiarism

2.1 Preparation of any work to be presented as part of a written, audio or video assessment, drawing on previous work or ideas of others. It is imperative, however, that if you are quoting from theorists or any authors that this work is fully acknowledged.

2.2 Self-plagiarism, the presentation of work previously submitted in a different assessment context without citing that it was previously presented, is treated in the same way as any other form of plagiarism. I.e. presenting the same or similar answers in open-ended question assessment.

2.3 Collusion, where work is permitted to be copied, is a form of plagiarism by both parties. Collusion also applies where a joint effort is presented by an individual without due recognition of the input of others.

3. Citation Best Practice

3.1 At a minimum, clear indication as to when any material is being quoted directly (e.g. by enclosing it in quotation marks [“ ”] in the case of text) must be provided, in addition to citation of the source.

3.2 Acknowledgement of the influence of other sources, found within your course material or externally, even when they are not quoted directly must also be made.

4. Procedures and Penalties

4.1 All essay style assessments will be checked for plagiarism via online software. their Head of School/ Department or nominee in the first instance.

4.2 Where an IQA suspects plagiarism, then s/he will contact the learner, in writing by email, of the allegation and provide the student with reasonable opportunity to provide an explanation, following which the IQA has the choice of two options:

Option A: Immediately remove the learner from the course with no further opportunity to complete their qualification.

Option B: Exercise discretion to pursue the matter directly with the learner, permitting them to be reassessed on the assessment in question, however a score no higher than zero will be awarded for the reassessment. The learner can either choose to accept this penalty or launch an appeal.

Whether Option A or Option B is taken, copies of all relevant documentation and communication will be recorded in Premier TEFL's customer relationship management system (CRM).

4.3 Students have a right of appeal, where they believe that they have been treated unfairly by the plagiarism procedures. Such appeals are dealt with by the IQA, Assessor and a Premier TEFL Company Director.