21/10/24

Review Date: 21 October 2025

Orchard Academy

Plagiarism Policy

1. Introduction
Orchard Academy is committed to fostering a culture of academic integrity and honesty. This Plagiarism Policy outlines our expectations regarding originality in student work and the consequences for engaging in plagiarism. Upholding the highest standards of academic conduct is essential to maintaining the value of our educational offerings.

2. Purpose
The purpose of this policy is to:

- Define plagiarism and its implications.
- Promote an understanding of academic integrity among students and staff.
- Establish clear procedures for addressing instances of plagiarism.

3. Definition of Plagiarism
Plagiarism is the act of using someone else's work, ideas, or intellectual property without proper acknowledgment, thereby presenting it as one's own. This includes, but is not limited to:

- Copying text, images, or data from any source without citation.
- Paraphrasing someone else's work without proper attribution.
- Submitting work completed by another person or group as one's own.
- Failing to use quotation marks for direct quotes or not providing proper references.

4. Scope
This policy applies to all students enrolled in online courses at Orchard Academy, as well as to all staff involved in the assessment of student work.

5. Responsibilities

- **Students:**

- All students are expected to understand and adhere to this policy. They must ensure that their submissions are original and properly cite all sources.
- Students should seek clarification from instructors on proper citation methods and academic integrity.
- **Staff:**
  - Staff members are responsible for educating students about plagiarism and the importance of academic integrity.
  - Instructors will provide clear guidelines on citation styles and expectations for assignments.

6. Prevention and Education

Orchard Academy will provide resources and training to help students understand plagiarism and how to avoid it, including:

- Workshops on proper citation practices.
- Access to plagiarism detection tools.
- Guidance on research methods and academic writing.

7. Reporting and Investigating Plagiarism

If a staff member suspects plagiarism in a student's work, they should:

- Gather evidence and document the findings.
- Discuss the concerns with the student to provide an opportunity for explanation.
- If necessary, escalate the issue to the appropriate academic authority for further investigation.

8. Consequences of Plagiarism

Instances of plagiarism will be taken seriously and may result in disciplinary actions, which can include:

- A formal warning.
- A requirement to redo the assignment.
- A grade of zero for the assignment or course.
- Referral to the Management Committee for further action, which may include suspension or expulsion.

9. Appeal Process

Students who wish to appeal a decision regarding plagiarism may do so by submitting a written request to the appropriate academic authority. The appeal will be reviewed, and a decision will be communicated in a timely manner.

10. Review and Monitoring

This policy will be reviewed annually to ensure its effectiveness and compliance with current educational standards. Feedback from students and staff will be considered during the review process.

11. Conclusion

Orchard Academy is dedicated to promoting academic integrity and originality in all aspects of learning. This Plagiarism Policy serves as a framework to ensure that all members of our

community understand their responsibilities and the importance of maintaining the highest standards of academic conduct.

Approved by: Management Committee of Orchard Academy
Next Review Date: September 2025