



QUA-037-1.0b Plagiarism Policy

December 2025

1 INTRODUCTION

Midland Group Training Services (MGTS) is committed to upholding the highest standards of academic integrity and professional conduct among its apprentices, staff, and stakeholders. Plagiarism undermines the learning process and violates principles of honesty and originality. This policy outlines MGTS's stance on plagiarism and the consequences for those found to have engaged in academic dishonesty.

2 PURPOSE

- To uphold the highest standards of academic integrity and professional conduct among MGTS apprentices, staff, and stakeholders.
- To define plagiarism clearly and establish expectations for original work and proper attribution in all academic submissions.
- To ensure apprentices understand their responsibilities in maintaining honesty and accountability in their learning and assessments.
- To outline the consequences of plagiarism and reinforce the importance of ethical conduct in academic and professional settings.
- To provide education, resources, and support to help apprentices develop strong research, citation, and independent learning skills.

3 POLICY

Definition of Plagiarism:

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

- Copying verbatim text from a source without quotation marks and citation.
- Paraphrasing or summarising someone else's ideas or work without acknowledgment.
- Using images, diagrams, or other visual content without permission or proper attribution.
- Submitting someone else's work, whether in part or in full, as one's own.

Responsibilities of Apprentices:

Apprentices at MGTS are expected to:

- Create original work that reflects their own understanding and effort.
- Properly attribute sources used in their assignments, projects, and assessments according to established citation standards.
- Seek guidance from tutors, TDA's or MGTS management if uncertain about what constitutes plagiarism or how to properly cite sources.

Consequences of Plagiarism:

Plagiarism is a serious offense that may result in disciplinary action, up to and including termination of apprenticeship or exclusion from MGTS programs. Consequences for plagiarism may include:

- Receiving a failing grade for the assignment or assessment in question.
- Requiring the apprentice to redo the assignment or assessment with a penalty applied.
- Suspension or exclusion from MGTS programs, depending on the severity and recurrence of the offense.
- Loss of professional reputation and trust within the engineering community.

Prevention and Education:

MGTS is committed to preventing plagiarism through education, awareness, and support. We will:

- Provide clear guidelines and resources on proper citation and academic integrity to apprentices.
- Incorporate instruction on avoiding plagiarism into our training curriculum.
- Offer support and guidance to apprentices who may be struggling with academic writing or research skills.

Reporting and Investigation:

Reports of suspected plagiarism will be thoroughly investigated by MGTS staff. Investigations may include:

- Reviewing submitted work for evidence of plagiarism using plagiarism detection software and manual analysis.
- Interviewing the apprentice and relevant parties to gather additional information and context.
- Assessing the severity and impact of the plagiarism offense on a case-by-case basis.

4 SUMMARY

This plagiarism policy underscores MGTS's commitment to academic integrity and ethical conduct. By promoting honesty, originality, and accountability, we aim to cultivate a culture of excellence and professionalism among our apprentices and staff.

5 CONTACT INFORMATION

For queries regarding this policy and/or procedure:

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Next Review: See Document Control Register

Policy Approved By:



Jordan Geoghegan
Quality & Compliance Manager
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