



## **CAMBRIDGE MANAGEMENT AND LEADERSHIP SCHOOL**

### **PLAGIARISM AND CHEATING POLICY**

#### **Policy Statement**

Cambridge Management and Leadership School (CMLS) perceives plagiarism as a major obstacle in quality education and in quality teaching and learning process. Plagiarism is defined as the act of taking the writings of another person and passing them off as their own with any reference.

#### **Students Responsibilities**

- Students are expected to do their assignments and write their examinations by themselves.
- Students must sign 'Candidate Authentication Form' declaration before submitting assignments/coursework.
- All assignments should be submitted to respective tutors within due dates.
- These assignments must be the original and intellectual work of the students.
- Any material taken from a book, internet or unpublished work must be properly referenced.
- Student must not copy any work of others what so ever unless and until it is deemed necessary. The purpose of copying must be explained in the reference section of the assignment.
- Students should seek advice from the tutor of the respective module during writing an assignment.

- Students will have to provide the evidence that there has been neither cheating nor plagiarism occurred in the exams and assignments.

#### **Tutor responsibilities**

- Tutors will provide all the necessary guidelines to students in the process of writing the assignments.
- These guidelines will be provided during individual tutoring sessions with the students, they will upload guidance to the Online Learning Platform for students' instructions.
- Tutor will report the case of cheating after assessing and analysing student's assessments/examination papers (answer sheets).
- Tutor will provide the evidence that cheating or plagiarism occurred.

#### **CMLS responsibilities**

- In case of any plagiarism, students will not receive any mark and they will fail. Students will be further given right to apply for appeal.
- In the case of malpractice CMLS will inform the incident/event to the awarding body to ensure the integrity of the qualification. CMLS will follow any instructions from the awarding body and/or submit incident report to the awarding body or accreditation body for further investigation if necessary.