

TEFL Institute Plagiarism Policy & Academic Referencing

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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 TEFL Institute 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.

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 TEFL Institute'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 TEFL Institute Company Director.

4.4 If there is evidence of three or more instances of plagiarism in a student's initial coursework the coursework review is ceased and the learner is contacted to complete the entirety of the coursework on the learning platform ensuring that all instances of plagiarism are removed.

Certificate and course fees are non-refundable at this point.

4.5 Students will receive their first re-assessment free of charge as per TEFL Institute's assessment policy.

If a second and third re-assessment is needed, a fee of £22.50 / €25 / \$30 will be charged for each additional re-assessment.

Upon failing all three separate opportunities for reassessment, students will officially be recorded as a fail grade on their TEFL course. Certificate and re-assessment fees are non-refundable.

4.6 Students are awarded three separate attempts for the reassessment process following initial coursework completion. Your reassessment answers will be collected through an online form. If this form is attempted or submitted more than once, only the most recent submission will be reviewed by the assessment team. This will be clear through the timestamp of the submission.

Upon failing all three separate opportunities for reassessment, students will officially be recorded as a fail grade on their TEFL course.

From this point, students will be directed to complete the entirety of the course material from the beginning on the learning platform.

Upon successful completion of the full coursework on the learning platform, the assessment process will be begin from anew for the student. No expeditions of the assessment process will be allowed on the students behalf.



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The TEFL Institute of Ireland - How to provide academic references

It is necessary to provide academic references in your assessment in order to demonstrate your understanding of the topics and give evidence of the further reading done to support your knowledge of the course.

Academic references can be provided in many different ways but the **most important** information to include is:

- **Author, title and page number of the book.**
- **Exact link to the website given**

Without this information, we cannot verify your reference and you will, unfortunately, fail the question and have to re-submit it.

Please see below for our suggested methods for referencing sources in your assessment:

Referencing Books

Direct quotes:

Embedded in your answer -

E.g. One of the most important skills teachers can have is how they speak with their students. Harmer, J. 2001 (How to Teach English, p3) says "*The way that teachers talk to students - the manner in which they interact with them - is one of the crucial teacher skills, but it does not demand technical expertise.*"

Surname of Author - year of publication - (title of book - page) - direct quote "*in speech marks*"

Alternative method –

One of the most important skills teachers can have is how they speak with their students. On page 3 of 'How to Teach English', Harmer says "*The way that teachers talk to students - the manner in which they interact with them - is one of the crucial teacher skills, but it does not demand technical expertise*"

page - 'title' – author - quote

Indirect quotes:

According to Harmer (How to Teach English, 2001), one of the most important skills a teacher can have is the way they talk and interact with their students as this is crucial to successful learning.

Author (title - year of publication)

Referencing Websites

Direct quotes:

The British Council website defines multilingual classes to be "...a class where the learners speak a variety of first languages" (<https://www.teachingenglish.org.uk/article/multilingual>)

Website name - quote - (web address)

Indirect quotes:

The British Council website defines multilingual classes to be a classroom in which there are a mixture of first languages (<https://www.teachingenglish.org.uk/article/multilingual>).

Website name - (web address)

Please note: these are our suggestions for referencing to make is straightforward and clear for you to follow. However, if you would like to provide reference in the Harvard Referencing style feel free to do so.

While referencing in your assessment is important, we would like to highlight some points to avoid:

- *Don't make your references too long as they will use up your word count. References should supplement and expand your answer, not be a standalone answer in themselves.*
- *One reference for each question where referencing is required is sufficient.*
- *Referencing our course materials won't count – references must be from other sources.*
- *Please do not include a bibliography – references and sources must be complete in each individual question.*
- *If you don't provide enough information for us to verify your reference then the answer will need to be re-submitted.*



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