

# PLAGIARISM POLICY

Ref: HSC|PP|2025|11|V2.0

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## Policy Statement:

**Hope Safety Consultancy Pvt Ltd** upholds the highest standards of academic integrity and is committed to fostering an environment where learners demonstrate honesty and accountability in all academic and professional work. Plagiarism defined as the act of presenting someone else's work, ideas, or intellectual property as one's own is considered a serious violation of ethical and academic standards. This policy outlines our approach to identifying, preventing, managing, and responding to instances of plagiarism.

## Our Commitments:

- Clearly define what constitutes plagiarism, including direct copying, paraphrasing without attribution, using AI-generated content without disclosure, or submitting another person's work as one's own, ensuring learners are fully informed about acceptable academic conduct.
- Provide learners and academic staff with comprehensive guidance, resources, and structured training sessions on academic writing, correct referencing styles (e.g., Harvard, APA), citation rules, and how to avoid plagiarism through proper research practices.
- Promptly and thoroughly investigate any suspected cases of plagiarism through a fair, consistent, and transparent process, ensuring all parties involved have the opportunity to present their perspectives.
- Implement a consistent set of disciplinary procedures and consequences for confirmed cases of plagiarism, ranging from a written warning to disqualification, depending on the severity and nature of the misconduct.
- Maintain a secure, confidential, and accurate record of all reported plagiarism cases, investigations undertaken, outcomes reached, and follow-up actions taken to ensure accountability and continuous learning.

## Objectives:

- Foster a culture of academic honesty and intellectual responsibility, where learners understand and embrace the value of producing original work that reflects their true understanding, effort, and skills.
- Ensure that all learners have a thorough understanding of what plagiarism is, why it is unethical, and how to avoid it through proper academic practices, citation methods, and adherence to institutional guidelines.
- Provide easy-to-follow instructional materials, workshops, and digital resources that explain how to cite sources properly and use academic referencing tools effectively in written assignments and assessments.

- Minimize occurrences of plagiarism by equipping learners with preventive tools and knowledge, creating an environment that supports academic integrity from the outset.

## Responsibilities:

- **Management** Take overall responsibility for embedding academic integrity into the institutional culture by ensuring appropriate policies, training frameworks, and detection tools are in place and consistently implemented.
- **Assessors & Trainers** Reinforce the importance of original work in all assessments, clearly outline expectations related to referencing and citation in each course, and review submitted work diligently for signs of potential plagiarism.
- **Plagiarism Officer** Lead investigations into suspected cases of plagiarism by collecting evidence, consulting involved individuals, documenting findings accurately, and applying policy procedures in an unbiased and timely manner.
- **Learners** Understand and comply with plagiarism guidelines by producing independent and original assignments, acknowledging all sources used, and participating in all mandatory academic integrity training provided.

## Plagiarism Detection and Prevention Practices:

- Regularly utilize plagiarism detection tools and software (**e.g Turnitin or similar platforms**) to scan all learner submissions for unoriginal content, ensuring objective and systematic review of written work.
- Offer comprehensive pre-submission guidance to learners on referencing methods, paraphrasing skills, and the use of academic sources to prevent unintentional plagiarism.
- Take swift, documented action on all suspected cases of plagiarism, including detailed investigations, transparent communication with learners, and the issuing of outcomes or sanctions as per the policy framework.

## Continuous Improvement:

- Conduct periodic reviews and enhancements of the plagiarism policy, detection mechanisms, and support resources to keep pace with emerging trends, tools, and academic expectations.
- Provide refresher sessions and ongoing professional development for trainers, assessors, and support staff to enhance their ability to detect, address, and educate about plagiarism effectively.

## Communication:

- Ensure that all learners, staff, and partners are made fully aware of the plagiarism policy and its importance through orientation, policy briefings, handbooks, and digital platforms.
- Display the plagiarism policy prominently in classrooms, assessment rooms, and office spaces to serve as a constant reminder of institutional values and expectations.
- Make this policy readily available to all stakeholders through the organization's official website (<https://hscpk.org>) and include it in learner handbooks, assessment guides, and course materials.

**Hope Safety Consultancy Pvt Ltd** is resolutely committed to maintaining academic honesty, integrity, and the credibility of its qualifications. We view plagiarism as a serious offense that undermines both personal growth and institutional reputation. Through education, prevention, and consistent enforcement, we aim to create a learning culture built on trust, originality, and accountability.



**Director**  
**Hope Safety Consultancy Pvt Ltd**