

## Malpractice Procedure



### PLAGIARISM

Plagiarism – which means the appropriation of ideas, passages, etc from another work or author without proper attribution – is considered by CMI to be a serious matter, which should be dealt with in accordance with its published malpractice procedures, as detailed below.

### LEARNERS

All cases of suspected malpractice discovered within a Centre must be immediately notified to CMI's **Awarding Body**:

- The Centre's **External Verifier** and the **Regional Chief Verifier** will investigate all cases of suspected malpractice to establish the full facts, scale and implications
- All findings will be reported to the relevant CMI Committee for decision
- The Centre and learner will be notified in writing of the outcome of the investigation.

In the event that a learner is found to have perpetrated malpractice:

- The learner will be withdrawn from his/her qualification immediately; fees will not be refunded
- The relevant Regulatory Body will be informed
- Whilst holding membership of the Institute, the learner will be reported to CMI's **Head of Membership Operations**.

### Disciplinary procedure for learners

Any instance of Learner misconduct during the qualification will be subject to the Approved Centre's own disciplinary procedures. No fees will be refunded by CMI in the event of learner withdrawal from the qualification.

### Professional guidance on the avoidance of plagiarism

CMI advises centres to follow the advice and guidance of JISC, the Joint Information Systems Committee. JISC [www.jisc.org.uk](http://www.jisc.org.uk) published a range of materials for advise and guidance on the design and conduct of assessment to minimise the opportunity fro plagiarism, and also makes available a software programme called "turnitin", which is widely used by Education Institutions in the UK and overseas.