



Plagiarism Policy  
May 2022

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**Person responsible:** Caroline Bolton

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## ABM PLAGIARISM POLICY

Plagiarism is defined by the Cambridge Dictionary as:

“The process or practice of using another person's ideas or work and pretending that it is your own.”

The ABM requires that all work you submit during your training is your own. You must write facts in your own words, so markers see you fully understand the information. Trainees must also think about how they would explain a subject to a breastfeeding family using appropriate language. You must not cut and paste directly from the internet or copy text from books or leaflets without referencing them. You are encouraged to read widely and show that you have done so by referencing your sources. This must be included with your work in the form of a bibliography. For more information on referencing please see the referencing policy in your handbook.

### What is plagiarism?

If you submit work that contains words that are not your own, without referencing your sources, you are committing plagiarism. Plagiarism is an act of fraud and will not be tolerated by the ABM. You are required to sign a statement confirming all work you have submitted is your own. Submitting work that has been done by someone else or using other people’s work without referencing is plagiarism and is regarded as cheating. Plagiarism may occur inadvertently due to inexperience. If you are unsure, seek advice from your BFCC. If plagiarism is proven trainees will be asked

to leave the training programme.

Examples of plagiarism include:

- Using a phrase or sentence that you have come across without using quotation marks and referencing its source.
- Copying word-for-word directly from text (e.g. a book or leaflet)
- Paraphrasing the words from a text very closely (e.g. keeping the same sentence structure).
- Using text downloaded directly from the internet.
- Using statistics or assembled facts from a source without referencing them.
- Copying figures, photographs, pictures, or diagrams without referencing them.
- Copying work from another student (either past or present).
- Copying from your own notes, on a text, tutorial, video, or lecture, that contains direct quotations.