



MRTQ PDN Training Plagiarism Policy & Procedures

- 1. Purpose:** To implement a shared definition of 'plagiarism' for the MRTQ PDN training participants, approved trainers, and staff and to outline the process for addressing plagiarism when it occurs.
- 2. Policy:** It is an expectation that all participants in MRTQ PDN training complete assignments in a manner that will provide an honest reflection of the knowledge, abilities, and experiences of the individual participants. Training assignments should reflect that the participant has spent time with the training content, conducted a personal reflection on that content, and considered how that content is applicable to their individual work.

Training participants are prohibited from committing plagiarism when participating in MRTQ PDN training and may forfeit their registration fee and may not receive credit for the training should plagiarism occur.

'Plagiarism' is defined as 'the practice of taking someone else's work or ideas and passing them off as one's own.' In MRTQ PDN training, a participant commits plagiarism when they present the work of other participants as their own. In addition, a participant commits plagiarism when they present text from resources (i.e. websites, textbooks) as their own.

Plagiarism includes duplicating the exact wording of the work of others or presenting a reworded version of the work of others. For MRTQ PDN training purposes, cheating on quizzes also falls under this policy.

Artificial Intelligence (AI), such as ChatGPT, may be used to inform assignments, however directly quoting or minimally revising responses generated by AI is also considered plagiarism.

- 3. Procedure:** When the MRTQ PDN Training Implementation Group (TIG) becomes aware that plagiarism may have occurred, the following steps should be taken:

1. TIG will identify the submission time and date stamp of the assignment in question and compare the content of the assignment to the source from which it was allegedly plagiarized.
2. TIG will determine if plagiarism has occurred based on the following factors:
 - a. The wording of the participant's assignment is identical or minimally different from the wording of the source from which it was allegedly plagiarized.
 - b. In situations where the participant is alleged to have plagiarized the assignment of another participant, the submission time and date stamp of the plagiarized assignment is later than that of the source from which it was plagiarized.
3. TIG will notify the trainer of their determination.
 - a. If TIG has determined that plagiarism has not occurred, no further action is necessary.
4. If TIG has determined that plagiarism has occurred, the trainer will be directed to inform the participant of the verification of plagiarism and ask that the participant resubmit the assignment in their own words.
5. If the participant does not resubmit the assignment in their own words, no training hours will be awarded. In addition, a participant's failure to resubmit the assignment will result in the forfeiture of the registration fee for the training.
6. If the participant resubmits the assignment but a second plagiarism infraction occurs, the participant will be removed from the training and no training hours will be awarded. In addition, a second plagiarism infraction will result in a forfeiture of the registration fee for the training.
7. Verified occurrences of plagiarism may not be appealed by the participant.