Plagiarism and Misuse of AI Policy

1.0 Purpose

Regent College London FZ LLC recognizes the importance of maintaining and monitor academic standards. Plagiarism is the action of taking and using as one's own the thoughts, writings, or inventions of another'. It does not matter whether the source was an original document, a book or article, or a fellow student. AI use refers to the use of AI tools to obtain information and content which might be used in work produced for assessments which lead towards qualifications. This policy is intended to address the issues pertaining to plagiarism and the misuse of AI in learner submissions.

2.0 Aim

This policy is to ensure:

➢ Learners are aware of the allowed plagiarized and AI content allowed in submissions.
➢ To make learners aware that copying sections from one or more books or articles without acknowledgement of the source(s) or reproducing sections from several sources rather than one, in a 'cut and paste' approach is considered as plagiarism.
➢ To ensure that learners do not copy or paraphrase sections of AI-generated content so that the work submitted for assessment is no longer the learner's own.
➢ To make learners aware that using AI to complete parts of the assessment so that the work does not reflect the learner's own work, analysis, evaluation or calculations

3.0 Policy statement

The assessor / faculty should ensure that all assignments have been uploaded by students on the plagiarism checking software before the final submission. The plagiarism should be less than 10%.

At the start of the academic year, the assessor needs to urge students to follow the strict rules of adding references and in-text citations in submissions. During formative feedback, both the plagiarism and the AI content must be checked through Turnitin and reviewed only if the file is up to standards.

Formative Feedback

Formative feedback is given 3 times over the course period. The dates for formative feedback are

announced at the start of the academic year. The assessors will give written feedback on the submitted files. The students will make use of this opportunity to understand their current progress. Formative feedback will not be a 'coaching' towards what needs to be added to the submission, but it will only guide on how to improve.

Attendance and Classroom Conduct

Active student engagement, good conduct in the classroom and a minimum of 60% attendance is required to be eligible for submissions to be accepted.
Higher grades like 'merit' and 'distinction' can be achieved only by outstanding students who showcase individual responsibility and who adhere to timely formative feedback provided by the assessors.

Assessment Board

The assessment board conducted at regular intervals addressed issues regarding student submissions that are plagiarized. Decisions are made according to the nature of the issue and the student is given a re-take/re-submission capped at pass.

4.0 Monitoring

The Service Quality Review Team who will monitor the implementation of this policy include:

Staff Members Involved
Assessor
Internal Verifier

5.0 Review

This policy would be reviewed annually by the management.

It may also be reviewed in the case of any substantial change, whichever is earlier. For advice and support contact the Academic Head.

Policy Information

Purpose	Policy Information
Title	Plagiarism and Misuse of AI Policy
Document Number	0169_74
Purpose	The college recognizes the importance of maintaining and monitoring academic standards. Thus, this policy applies to all the Assessors, Internal Verifiers and learners involved in making assessment decisions for all vocational qualifications. The aim of this policy is to ensure equal and fair assessment for all learners.
Audience	Assessors, Internal Verifiers, Learners
Category	Compliance
Next review date	March, 2026

Version Control

Version	Author	Amended by	Date	Comments
1.01	AH	QAC	26/9/2024	Policy approved by Quality Assurance Committee
2.01	AH	QAC	18/3/2025	Policy approved by Quality Assurance Committee