DistanceLearningCentre.com Ltd

Procedure for dealing with plagiarism (including AI mis-use)

All submitted Level 3 work is checked using TurnitinUK, whether by the learner or a member of DistanceLearningCentre.com staff. TurnitinUK checks for originality and plagiarism and detects the use of artificial intelligence (AI).

If plagiarism and unauthorised AI use are detected, this is academic misconduct and the following procedure is followed:

For all Level 3 Units

1. Plagiarism/AI mis-use detected by tutor on submission of a unit assessment.
2. Tutor discusses plagiarism/AI mis-use with Curriculum Leader (CL). CL provides advice and support to tutor.
3. Tutor arranges a tutorial with learner to discuss plagiarism/AI mis-use. Learner receives warning which is recorded on their account and is allowed to rewrite the same assessment after discussion with tutor. Learner can still achieve higher than a pass grade if all ACs are met.
4. If plagiarism/AI mis-use is detected on a second occasion in the same unit, the unit assessment is null and void and learner is informed of second plagiarism/AI mis-use offence via email.

* If learner plagiarises or mis-uses AI in a further unit after passing the alternative assessment, learner is withdrawn from course/programme of study. Malpractice Policy and Procedure implemented.

If plagiarism/AI mis-use is also found in the alternative assessment, learner is withdrawn from course/programme of study.

Learner now has to complete an alternative assessment for the unit in which plagiarism/AI mis-use has occurred. Highest grade awarded for alternative assessment (even if it is for a graded unit) is a Pass.
* If a learner gets to this stage on two occasions during their course/programme of study; this amounts to multiple academic misconduct offences and this needs to be addressed by the tutor and/or CL with either the Tutor Support Manager or the Executive Manager (HR & Quality). This will involve the implementation of the DistanceLearningCentre.com Malpractice Policy and Procedure.

**Further information**

If a learner wishes to appeal the outcome of a plagiarism/AI mis-use/academic misconduct allegation/offence, they can do so by following DistanceLearningCentre.com’s Academic Appeals Policy and Procedure.

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This policy should be read in conjunction with both the DistanceLearningCentre.com’s Plagiarism Policy and Malpractice Policy and Procedure.

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