



**English Path**

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# English Path Global Plagiarism Policy

## Version History

Version	Author	Reviewed by	Pages	Approved by	Date published
2	Mary Ellen Wright	-	13	Mary Ellen Wright (Global Head of Academics)	16.06.2025
1	Mary Ellen Wright	Juliette Synnott-Lee	2	Mike Summerfield (Managing Director)	27.08.2024

## Introduction

At English Path, we are committed to promoting a culture of academic integrity. This Plagiarism Policy outlines our expectations and procedures, and it supports students in learning how to avoid plagiarism through proper referencing and citation. By encouraging ethical academic practice, we ensure a fair and credible learning environment across all our programmes.

*Translations available; please ask Student Services.*



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## 1. Purpose

This policy aims to uphold academic integrity by defining plagiarism, outlining procedures for prevention and response, and supporting the development of ethical academic practices. It provides guidance to help students learn how to reference correctly using accepted citation styles. Aligned with international English language provider accreditation requirements, the policy fosters fairness, originality, and consistent standards across English Path's teaching, learning, and assessment.

## 2. Scope

This policy applies to all students and academic staff at English Path, covering all forms of academic work including written assignments, presentations, projects, and exams. It encompasses cases of intentional and unintentional plagiarism, including the misuse of AI tools. The policy guides responses to plagiarism incidents and outlines responsibilities for upholding academic standards across the institution's programmes and learning environments.

## 3. Definitions

**Academic Integrity:** The commitment to honesty, trust, fairness, respect, and responsibility in academic work. It involves producing original work, properly acknowledging sources, and avoiding dishonest practices such as plagiarism or cheating.

**AI-Generated Content:** Any text, images, or ideas produced by artificial intelligence tools (e.g., ChatGPT, Grammarly, etc). The use of such content must be acknowledged where permitted; submitting it as one's own work without disclosure is considered plagiarism.

**Citation:** The method of crediting the source of information, ideas, or quotations used in academic work. Citations must follow a recognised referencing style, such as Harvard.

**Collusion:** Improper collaboration between students on assignments meant to be completed independently. This includes sharing or receiving help beyond what is permitted by the teacher or assignment brief.

**Contract Cheating:** When a student has someone else produce academic work on their behalf—paid or unpaid—and submits it as their own. This includes buying assignments or using essay-writing services.

**Direct Quotation:** Copying a source's exact words into an assignment. This must be clearly marked with quotation marks and accompanied by an in-text citation including the author, year, and page number.

**Paraphrasing:** Restating information or ideas from a source in your own words. Proper referencing is still required even when content is paraphrased.

**Plagiarism:** Presenting someone else's work, ideas, or words as one's own without proper acknowledgment. This includes copying, paraphrasing without citation, using AI-generated text without disclosure, and submitting commissioned work.



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**Reference List:** A complete list of all sources cited in an assignment, formatted according to a recognised referencing style, such as Harvard. It appears at the end of the document.

**Referencing Style:** A structured format for citing sources in academic work. English Path requires the Harvard referencing style, which includes in-text citations and a full reference list.

## 4. Responsibility

Maintaining academic integrity is a shared responsibility at English Path. Students are responsible for ensuring all submitted work is original and properly referenced using the Harvard style. They must seek guidance when unsure about citation practices. Academic staff are responsible for promoting ethical academic conduct, providing instruction on referencing, and using detection tools appropriately. Academic Management ensures that training and support systems are in place to uphold this policy across all programmes.

## 5. Policy and Procedures

### 5.1. Policy Statement

English Path is committed to fostering a learning environment rooted in academic integrity. Plagiarism, in all its forms, undermines the value of our academic programmes and the development of learner competencies. This policy outlines our approach to preventing, detecting, addressing, and educating students and staff about plagiarism in alignment with accreditation requirements.

### 5.2. Definition of Plagiarism

Plagiarism is committed when someone presents another person's work, ideas, or words as their own, without appropriate acknowledgment. This includes, but is not limited to:

- Copying text directly without citation;
- Paraphrasing without crediting the source;
- Submitting purchased or commissioned assignments (contract cheating);
- Collaborating improperly with others (collusion);
- Using unauthorised AI tools to generate content.

Plagiarism can occur in written work, oral presentations, projects, or examinations.



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### 5.3. Academic Integrity Expectations

Students at English Path are expected to:

- Submit original work that reflects their own thinking and effort.
- Properly reference all sources using a recognised citation style.
- Avoid any form of academic dishonesty.

Academic staff are responsible for promoting and upholding these standards in all teaching and assessment practices.

### 5.4. Training and Prevention

#### Student Training and Support

Where relevant, students will receive training on academic integrity during their courses. This will include:

- An overview of plagiarism and academic misconduct.
- Practical guidance on referencing and paraphrasing.
- Explanation of plagiarism detection tools and procedures.

Additional workshops, online guides, and academic writing support can be made available as the need arises.

#### Staff Training

All academic staff receive training on:

- Promoting academic integrity in teaching;
- Using detection tools;
- Identifying, reporting, and responding to suspected cases;
- Supporting students in proper citation practices.

Training is mandatory for teaching personnel and is reviewed regularly.

#### Curriculum Design

Assignments are designed to reduce the risk of plagiarism by promoting originality, incorporating draft submissions, and encouraging reflective and practical work.

### 5.5 Detection and Reporting

#### Detection Methods

All written submissions may be reviewed using plagiarism detection software. In addition, academic staff are trained to manually identify inconsistencies or indicators of plagiarism.



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## Reporting Procedure

If plagiarism is suspected:

1. The staff member submits a *Plagiarism Report Form* (Appendix B), with supporting evidence, to the Academic Manager or Director of Studies.
2. The Academic Manager/Director of Studies:
  - Notifies the student;
  - Gives the student an opportunity to respond;
  - Either determines the outcome or refers the case to the Head of Academics.

All cases are logged centrally, regardless of outcome.

## 5.6 Disciplinary Procedure

Once plagiarism has been confirmed, sanctions are applied proportionately and fairly, in line with accreditation guidelines. All decisions are recorded and stored securely.

### First Offence

- Written warning issued
- Provisional grade of zero
- Requirement to re-submit work within a specified timeframe
- Mandatory attendance at an academic integrity session

### Second Offence

- Final written warning
- Possible expulsion and ineligibility for re-enrolment

## 5.7 Appeals Process

Students may appeal plagiarism-related decisions on the following grounds:

- Procedural error;
- Emergence of new evidence;
- Disproportionate penalty.

### Appeals Procedure

1. Submit the appeal to the Head of Academics within five (5) working days.
2. A senior academic (not involved in the original decision) will review the appeal.
3. A final decision will be communicated within ten (10) working days.

Support is available throughout the process via the Student Welfare Officer.



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## 5.8. Citing and Quoting Sources: Harvard Style Guide

At English Path, students are required to use the **Harvard referencing style** when citing and quoting sources in their written work. Proper referencing shows academic integrity, acknowledges the work of others, and helps avoid plagiarism.

### When to Cite

You must provide a citation whenever you:

- Use a direct quote (copying someone's exact words);
- Paraphrase or summarise someone's ideas;
- Refer to data, images, or information from another source;
- Use theories or concepts developed by other authors.

### How to Cite: In-Text Referencing

In-text citations should include the author's surname and the year of publication.

#### Examples:

- **Paraphrasing:**  
Academic integrity is a key element in higher education (Smith, 2020).
- **Quoting:**  
"Plagiarism damages the credibility of academic institutions" (Jones, 2019, p. 45).

If the author is already mentioned in the sentence:

- According to Brown (2021), proper referencing is essential in all academic work.

### How to Create a Reference List

At the end of your assignment, include a **reference list** with full details of all sources used. Entries should be in alphabetical order by the author's surname.

#### Examples:

- **Book:**  
Smith, J. (2020) *Academic Writing for Learners*. London: Education Press.



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- **Journal Article:**  
Brown, L. (2021) 'Teaching academic integrity in language schools', *Journal of English Language Education*, 15(3), pp. 112–127.
- **Website:**  
University of Manchester (2022) *Understanding Plagiarism*. Available at:  
<https://www.manchester.ac.uk/plagiarism> (Accessed: 10 June 2025).

### Quoting Tips

- For short quotes (fewer than 30 words), use quotation marks and include the page number.
- For long quotes (more than 30 words), use a separate indented paragraph without quotation marks, followed by the citation.

### Example of a long quote:

Academic honesty is foundational to the learning process. Institutions must instil this value early in the student journey to promote lifelong ethical behaviour in professional contexts.  
(Wilson, 2023, p. 98)

Students are encouraged to ask their teachers or academic staff for help with referencing or to attend academic writing workshops for additional support.

## 5.9 Referencing the Use of AI Tools

If students use **AI tools** (e.g., ChatGPT, Grammarly, etc) during the development of their academic work, they must clearly acknowledge this use in line with academic integrity principles.

### Permitted Use:

- Students may use AI tools for grammar checks, language suggestions, or research support **only if explicitly permitted** by their teacher or assignment guidelines.
- AI-generated content **must not** be submitted as original work. Submitting such content without acknowledgment constitutes **plagiarism**.

### How to Reference AI (Harvard Style):

For transparency, students should cite AI tools they consulted or quoted in their work.





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### Example (in-text):

ChatGPT was used to generate a summary of the topic (OpenAI, 2025).

### Example (reference list):

OpenAI (2025) *ChatGPT (May 2025 version)*. Available at: <https://chat.openai.com/> (Accessed: 10 June 2025).

### Best Practice Tip:

Include a brief note at the end of your assignment (e.g., in the bibliography or appendix) describing how the tool was used:

“ChatGPT was used to generate ideas during the planning stage. All final content was written and verified by the student.”

Use of AI must always support, not replace, the student’s own understanding and work.

## 6. References and related policies

The relevant English Path Policies can be found on our [website](#).

- AI Policy
- Disciplinary Policy
- Privacy Policy
- Data Retention Policy
- GDPR Policy

## 7. Forms

- Plagiarism Report Form (Appendix B).

## 8. Policy review

This plagiarism policy is reviewed annually or as needed in response to changes in internal procedures, best practice, accreditation guidelines, and/or legal requirements. Updates are approved by the Senior Management Team and communicated to staff and students.

## 9. Appendices

- Appendix A: English Path Quick Guide to Harvard Referencing.
- Appendix B: English Path Plagiarism Report Form.



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## Appendix A: English Path Quick Guide to Harvard Referencing (Including AI Tools)

### ✓ Why Reference?

Referencing:

- Shows where your information comes from.
- Gives credit to the original author.
- Helps avoid plagiarism.
- Shows your teacher what research you did.



### In-Text Citations

Put the author's last name and the year of publication **in brackets** in your paragraph.

#### Examples:

- Students should learn to reference correctly (Smith, 2022).
- According to Brown (2021), academic writing needs clear structure.

If you **quote** exact words, include the **page number**:

- "Plagiarism is a serious offence" (Jones, 2020, p. 15).



### Reference List (at the end of your work)

List all the sources you used, in **alphabetical order** by author's last name.

#### ► Book:

##### Format:

Author Last Name, Initial. (Year) *Title*. Place: Publisher.

##### Example:

Smith, J. (2022) *Academic Writing Made Easy*. London: Study Press.

#### ► Journal Article:



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### Format:

Author, Initial. (Year) 'Title of article', *Journal Name*, Volume(Issue), pp. page–page.

### Example:

Brown, L. (2021) 'Helping students avoid plagiarism', *Journal of Education*, 12(3), pp. 45–52.

### ► Website:

### Format:

Author or Organisation (Year) *Title of page*. Available at: URL (Accessed: date).

### Example:

University of Manchester (2023) *What is Plagiarism?* Available at: <https://www.manchester.ac.uk/plagiarism> (Accessed: 10 June 2025).



### Referencing AI Tools (e.g., ChatGPT)

If you used an AI tool, you must **say so** in your work.

### In-text:

ChatGPT helped summarise this topic (OpenAI, 2025).

### Reference List:

OpenAI (2025) *ChatGPT (May 2025 version)*. Available at: <https://chat.openai.com/> (Accessed: 10 June 2025).

### Optional note at end of assignment:

"ChatGPT was used to suggest topic ideas. All writing is my own."



### Tips for Success

- Use your own words when possible.
- Always give credit when you use someone else's ideas.
- Ask your teacher if you are unsure how to reference something.



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## Appendix B. English Path Plagiarism Report Form

### A. Student Details

- **Name:** \_\_\_\_\_
- **Student ID:** \_\_\_\_\_
- **Course / Class:** \_\_\_\_\_

### B. Assignment Information

- **Module:** \_\_\_\_\_
- **Assignment Title:** \_\_\_\_\_
- **Submission Date:** \_\_\_\_\_
- **Detection Method:**
  - ☐ Software (e.g., Turnitin)
  - ☐ Manual
  - ☐ Reported by other
  - ☐ Other: \_\_\_\_\_

### C. Suspected Issue

- ☐ Copying without citation
- ☐ Improper paraphrasing
- ☐ Undisclosed AI use
- ☐ Purchased or third-party work
- ☐ Collusion
- ☐ Other: \_\_\_\_\_



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#### D. Reporting Staff Member

- **Name:** \_\_\_\_\_
- **Position:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Signature:** \_\_\_\_\_

#### E. Academic Manager Use Only

- **Date Notified:** \_\_\_\_\_
- **Meeting Held:** ☐ Yes ☐ No
- **Outcome:**
  - ☐ Warning and resubmission
  - ☐ Escalated to panel
  - ☐ No action
  - ☐ Other: \_\_\_\_\_
- **Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_