


UHL Apprenticeship and Development Centre Plagiarism, Collusion and Cheating Policy

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1. Rationale

The University Hospitals of Leicester Apprenticeship and Development Centre is committed to ensuring that work submitted by apprentices/learners is their own and due acknowledgement and reference is given to other information sources used. Apprentices/learners who are found to be plagiarising work, colluding and/or cheating will be reported to the awarding body (if applicable) and could potentially face removal from their programme of study.

2. Definitions

2.1 Definition of Plagiarism

2.1.1 Plagiarism is a specific form of cheating which applies to all assessments and/or examinations.

2.1.2 Plagiarism can be defined as:

“Taking and using another’s thoughts, writing, inventions and passing this off as one’s own” (Edexcel, adapted from Centre Guide to Quality, 2008)
and / or

“The failure to acknowledge sources properly and/or the submission of another person’s work as if it were the student’s own” (Joint Council for Qualifications).

2.1.3 Plagiarism can take place in a variety of different forms. Examples of plagiarism could be:

- Copying someone else’s work word for word without putting the words/sentences/paragraphs in quotation marks and providing a clear citation/reference
- Copying the work of another apprentice/ learner, either past or present – with or without their knowledge or consent
- Extensive paraphrasing/summarising the work of another using their ideas without acknowledging the source
- Using diagrams, images or items from the course notes without acknowledging the source
- Collaborating with another apprentice/learner and presenting the completed work as their own
- Submitting either in whole or in part work that has previously submitted for the course

- Buying or commissioning a piece of work or an essay and submitting it as their own
- Using AI to complete the work.

2.2 Definitions of Collusion and Cheating

2.2.1 Collusion will have taken place where two or more apprentices/ /learners use materials/content which they have not created themselves. It is recognised that some apprentices/learners may work together on projects, but assignments must be written up individually and reflect their own personal developmental journey. All shared materials must be acknowledged to avoid plagiarism and where possible the content should be developed independently.

2.2.2 Cheating is an attempt to deceive Centre staff, internal verifiers and /or awarding bodies.

2.2.3 Examples of Collusion and Cheating

- Presenting group work within assignments without acknowledge of the source
- Copying or reading from the work of another apprentice(s)/ /learner(s) or from another apprentices(s) /learners notes, books, computer files or other materials
- Submission of work purchased from a third party such as an essay writing service
- Obtaining or attempting to obtain secure assessment material
- Taking notes into an examination
- Offering a bribe of any kind to an invigilator, examiner or anyone connected with assessment
- Copying the answers of others during an examination
- Using AI to complete the work.

3.0 Information and support for apprentices /learners

All staff overseeing internally or externally assessed work must make apprentices /learners aware of the Centre Plagiarism Policy and Procedure, and Malpractice

and Maladministration Procedure as part of the Apprentice induction. Apprentices/learners who are required to write assignments with in-text citations and references will receive a study skills session that includes assignment writing skills and how to use the Harvard Referencing System correctly and consistently when referencing sources. Support through Library services is also available.

4.0 Artificial Intelligence (AI) and plagiarism

Artificial Intelligence can be described as technology that simulates human intelligence to complete tasks. AI-powered tools can perform different functions such as translating text, checking grammar, writing essays, analysing data, performing calculations, research and solving complex problems. Examples of AI-powered tools include Google Translate, Grammarly, ChatGPT, CO-Pilot and Wolfram Alpha. The Centre recognises that AI can be used effectively and legitimately to support learning, for example, to identify grammatical errors and as a learning resource providing it is correctly referenced. However, an inappropriate use of AI, and submission of work solely from AI, would lead to plagiarism.

4.1 Guidance for staff

As AI is used increasingly in education, teaching staff need to be aware of the potential adverse impact it can have on academic integrity. They play a key role in ensuring their apprentices/learners understand the following:

- What is and what is not an ethical use of AI.
- How AI can be used appropriately as a learning tool.
- The consequences of submitting AI-generated work as one's own.

Teaching staff are required to design a curriculum that develops apprentices/learners critical and creative thinking skills and employs a range of assessment methods to measure apprentices/learners progress and achievement. This limits the opportunities for apprentices/learners to present AI-generated work and provides a richer teaching and learning experience overall. AI-assisted plagiarism apprentices/learners must not submit AI-generated work for assessment in any format including text, visuals, and sound. This is a form of plagiarism as the work submitted is not the apprentices/learners' own but that of other human authors that the AI-powered tool has appropriated without due acknowledgement

When marking assessments, teaching staff should check for characteristics that may indicate AI-assisted plagiarism. These include:

- US spelling
- Language pitched at a different level to that of the apprentices/learners
- Verbose language that differs from the apprentices/learners usual style
- Inconsistent use of first- and third-person perspective
- Non sequiturs (illogical progression from one statement to the next)
- No referencing or references that cannot be verified
- A lack of direct quotation
- Generic detail that does not include specific examples relating to the apprentices/learners experience.

If a apprentices/learners work is identified as potentially containing AI-generated content, it is good practice in the first instance to give the apprentices/learners an opportunity to discuss their findings to check understanding. If it is suspected that a apprentices/learners has knowingly submitted work for assessment that is AI-generated, their case will be investigated in line with the procedure set out in this policy

Procedure for Identifying Plagiarism, Cheating and/or Collusion

2.1 Ways to identify Plagiarism

There are several different factors that can alert staff when checking apprentices/learners work:

- Clear changes in font or font size within the work being submitted
- Changes in writing styles or use of language within the text
- Inclusion of elaborate sentences not usually associated with the level of English the apprentice/learner has/uses in study
- Changes in writing style from previously marked work.

2.2 Confirming Plagiarism

If plagiarism is suspected the next step is to try to locate the source. A variety of different methods can be used:

- Type a four-to-six-word phrase from the text (preferably one with an unusual phrase in it) directly into a search engine such as Google

and perform an “exact phrase search”. If the article was copied it is likely to identify the source

- Look through the websites that apprentices/learners use, as these are common sources for essays and assignments
- If plagiarism is suspected, conducting a discussion with the apprentices/learners may help the facilitator to assess whether the work is their own
- If an investigation is inconclusive the work in question could be removed and replaced by alternative work whose authenticity is not in doubt. Alternatively, the apprentices/learners could be given another piece of work to complete under controlled conditions in the Centre. This would provide a standard by which to judge the other work.

2.3 Any suspected incident must be reported to the Centre Education Manager who will undertake a thorough investigation: which will include speaking to the apprentices/learners involved in order to seek clarification on their behaviour/how they believe they sourced the material. On completing the investigations, the Centre Education Manager is to notify the apprentices/learners in writing of the outcome of investigation.

3. Process for Dealing with Reported Plagiarism, Collusion and/or Cheating

3.1 In cases where plagiarism, collusion and/or cheating is found the Awarding Body will be notified, if applicable, by the Centre Education Manager. In all instances an internal report will be completed. If an awarding body is involved the report will also be submitted to them. All reported cases will be recorded in appendix 2.

3.1.2 For **City and Guilds** Centres all suspected or alleged cases of malpractice or maladministration must be reported within 10 working days, and prior to the commencement of any internal investigation activity, using the Suspected apprentices/learners malpractice notification form found in City and Guilds Managing Cases of Suspected Malpractice in Examinations and Assessments (V8.1 December 2022).

The completed form must be sent to:

investigationandcompliance@cityandguilds.com

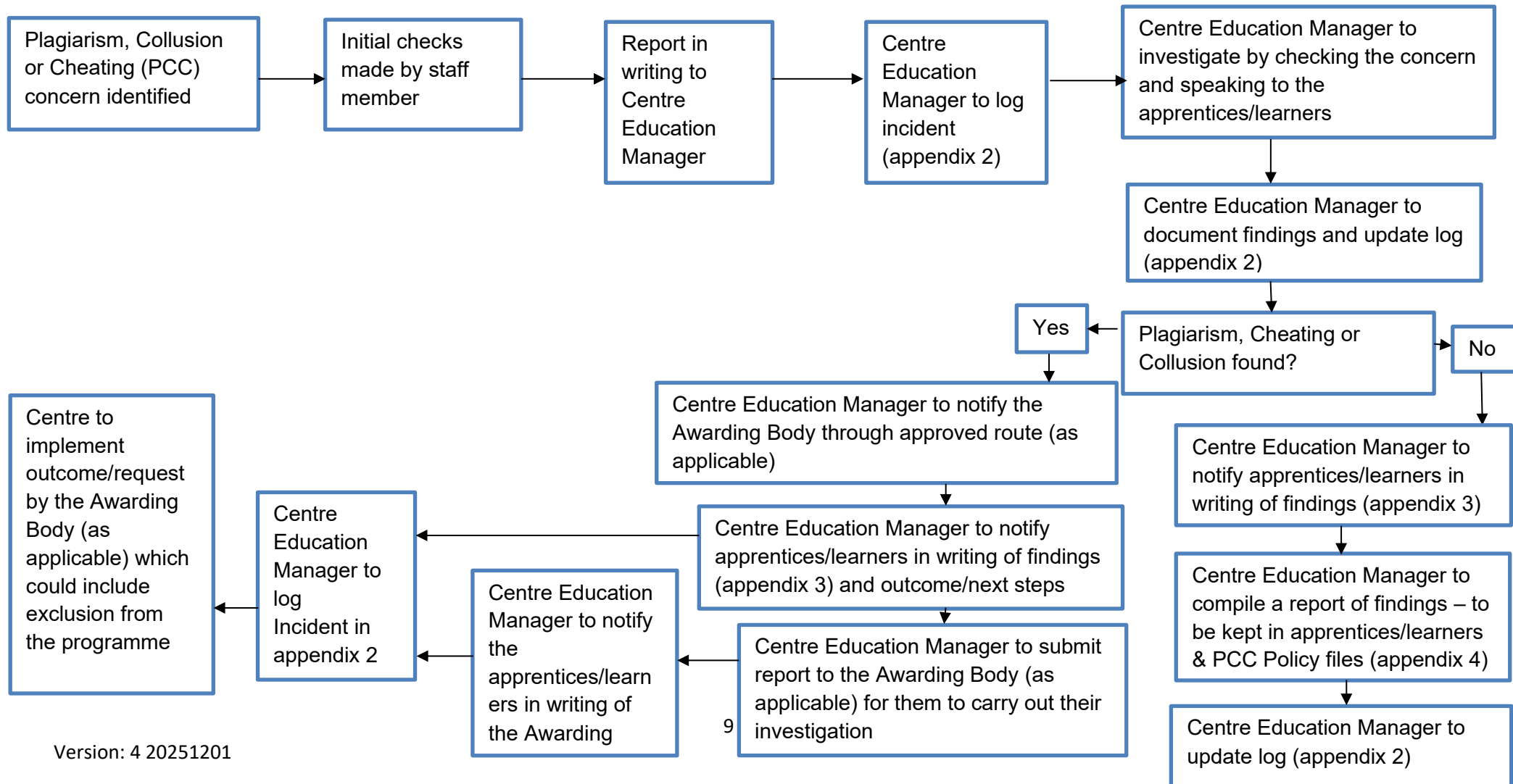
3.1.3

For **Pearson** the Investigations team need to be informed by submitting a JCQ Form M2 (a) (downloadable from www.jcq.org.uk/exams-office/malpractice with supporting documentation to pqsmalpractice@pearson.com).

3.1.4 For Highfields a summary report and supporting evidence should be send to the Highfield Support and Compliance Team.

- 3.2 Depending on the outcome of their investigation the apprentices/learners will be required to either re-submit the work in their own words OR will be removed from the course.
- 3.3 Apprentices/learners who wish to appeal against a decision e.g. the Centre's or Awarding Bodies will need to do so in writing to the Centre Education Manager and follow the Appeals Policy. It should be noted that the overriding process for appeals will be that of the Awarding Body where one exists or the Centre's Governance Committee.

Appendix 1 Process for Dealing with Plagiarism, Collusion and Cheating



Appendix 2

Plagiarism, Collusion and Cheating Log

Date	Apprentices/learners Name	Apprentices/learners number	Programme	Unit	P.C.C concerns	Action Taken Including dates	Outcome Including dates

Appendix 3

UHL Apprenticeship and Development Centre
Knighton Street Offices
Leicester Royal Infirmary
LE1 5WW

Tel 0116 255 6112

[Insert date]

Dear [Insert name]

Re: Concern over Plagiarism / Collusion / Cheating

I am writing to inform you that I [insert name] in my role as Centre Education Manager have investigated the concerns raised against you regarding Plagiarism / Collusion / Cheating (delete as appropriate).

As a result of my investigation I am satisfied that no Plagiarism / Collusion / Cheating (delete as appropriate) has taken place and no further action will be taken.

Or (Delete as appropriate)

As a result of my investigation I remain concerned that Plagiarism / Collusion / Cheating (delete as appropriate) may have taken place and am therefore notifying the Awarding Body who will carry out an independent investigation. The Awarding Body will be in touch in due course.

Or (Delete as appropriate)

As a result of my investigation I remain concerned that Plagiarism / Collusion / Cheating (delete as appropriate) may have taken place and am therefore requesting that you complete the piece(s) of work again in your own words. If this is found to be plagiarised then the outcome will be that you are removed from the course. If this is submitted acceptably then the incident will be classed as a final warning. No further issues of plagiarism will be tolerated and any further investigations may lead to being immediately withdrawn from the course.

Or (Delete as appropriate)

As a result of my investigation the conclusion was that plagiarism was found to be present with no mitigating circumstances. It is therefore with regret that we are removing you from your course with immediate effect.

Kind Regards

[name]

[role]

Appendix 4

Internal Report – relating to investigation of Cheating, Collusion and Cheating

Date:

Report compiled by:

Position:

Apprentices/learners name:

Apprentices/learners number:

Programme:

Concern raised by:

Date concern raised:

Summary of initial concern raised:

Supporting evidence attached to report Y/N

Date apprentices/learners notified of concern:

Method used to notify apprentices/learners:

Date and time of investigation:

Location of investigation:

Summary of Investigation including Outcome:

Date letter sent to apprentices/learners informing them of outcome:

Copy of letter on apprentices/learners file? Y / N

Copy of this document on apprentices/learners file? Y/ N

Is the incident and outcome logged? (Appendix 2) Y / N

The following evidence to be kept in the PCC file:

- i) Completed log
- ii) Initial correspondence identifying concern and supporting evidence
- iii) This form
- iv) Letter to apprentices/learners notifying of the outcome of the Internal Investigation
- v) Any other relevant supporting evidence.