



chb

Colegio Hispano Británico

Líder mundial en enseñanzas británicas

Plagiarism Policy

Policy Creation and Review	
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Definition of Plagiarism

Plagiarism is here defined as using other people's work and passing it off as your own. This may include, but is not limited to, language, thoughts, ideas, expressions and images. Correctly crediting the original author or source of information can help avoid plagiarism.

When being set work to complete students will use a variety of sources to help them answer questions; this is seen as an important part of the learning process. However, it is expected that students will use these sources to develop their knowledge which they then express in their own words. Copying sentences or paragraphs from other sources is simply not acceptable. Equally unacceptable is copying directly from mark schemes or from other students' work. AI is not to be submitted as student work and any ideas taken from the use of AI must be credited.

How CHB deals with plagiarism:

If a member of staff deems that a student has plagiarised within their work (e.g. homework, classwork, or coursework), the student will be given sufficient time to demonstrate that the work they have produced is their own.

If, after further investigation, it is clear that the student has plagiarised the student will be given the opportunity to redraft the work in their own words and/or images and to properly acknowledge and credit, through direct quotes or otherwise, the original authors and/or sources. The work may then be re-submitted.

The member of staff handling the case will ensure that they make the student's head of phase and form tutor aware of the situation.

The head of phase will meet with the student and explain that CHB will not tolerate plagiarism. The student will be issued a first warning, which will also be communicated to their parents.

The student will be sent an email to summarise the meeting and they will be sent a copy of this policy.

If the student continues to plagiarise despite a first warning, the subject teacher will inform the head of phase and a disciplinary meeting will be held. The student will be likely to face a sanction. This could lead to a suspension from the school in line with the behaviour management policy.

Coursework

It is important for students to be able to demonstrate to subject teachers that the coursework they produce is their own.

AI without crediting it is not allowed in exams, coursework or any work that's internally assessed to count towards a qualification

Students should familiarise themselves with the JCQ information for coursework assessments.

In order to meet the criteria of the examination board, it is expected that teachers will be able to see how students have progressed throughout their coursework project. Therefore, any work produced entirely off-site, or not in line with the examination board rules for coursework, will not be accepted as work to be used within a student's coursework project. This aspect will be considered on a case-by-case basis.

Disputes

Any dispute concerning the validity of work in relation to plagiarism may be resolved in a disciplinary meeting between the student and a senior member of staff (head of phase and/or the director).