



## Plagiarism, Collusion and Acceptable Use of AI Policy

### Purpose

CTS College is committed to fostering a culture of academic integrity and ensuring that all students uphold the highest standards of ethical conduct in their academic work. This policy applies to all students enrolled in any programme at CTS College and provides clear guidelines on acceptable and unacceptable practices, including the use of artificial intelligence (AI) tools. All students are encouraged to attend Orientation and Induction sessions to fully understand proper academic practices.

### 1. Academic Integrity Statement

CTS College values integrity, originality, and ethical scholarship. As members of an academic community, students are expected to produce original work that reflects their knowledge, understanding, and critical analysis skills. Any form of academic misconduct, including plagiarism, collusion, and misuse of AI tools, is strictly prohibited. This policy aims to clarify what constitutes acceptable and unacceptable practices and provides guidelines for the appropriate use of AI tools.

### 2. Definitions

- **Plagiarism:** The act of presenting someone else's work, ideas, or expressions as one's own without proper acknowledgment. This includes copying text, ideas, data, or images without correct citation, as well as paraphrasing without adequate attribution.
- **Collusion:** Unpermitted collaboration with others on work intended to be completed independently. This includes allowing or assisting others to copy one's work or submitting shared or duplicated work under individual names.
- **Artificial Intelligence (AI) Usage:** AI tools may provide support in research, drafting, and enhancing written work. However, reliance on AI for content creation in ways that substitute for the student's own understanding and analysis is considered unacceptable. Examples of AI tools include ChatGPT, Jasper, Grammarly, and other automated writing or assistance platforms.

### 3. Acceptable Practices

#### 3.1 Original Work and Proper Attribution

- All submitted work must be the student's own. Proper academic practices, such as citing all sources, quoting directly when necessary, and summarizing in one's own words, are required.
- Students must use credible sources such as books, journals, and academic databases, and are encouraged to prioritize these over non-authoritative sources such as general websites and blogs.

#### 3.2 Permitted Use of AI Tools

- AI tools may be used for limited purposes, such as grammar and spelling checks, enhancing the clarity of writing, or generating research ideas.
- When AI tools are used to aid in research or structuring ideas, students must critically engage with the suggestions provided, ensuring the final content is entirely their own.
- Any data, references, or specific content generated by AI should be verified, appropriately cited, and used responsibly, ensuring that the student's own understanding is evident.



### 3.3 Group Work and Collaboration

- Collaborative projects must clearly identify the contributions of each group member. Students should work within the guidelines provided for each assessment, and all collaboration should be transparent and authorized by instructors.
- While discussing ideas and sharing resources is encouraged, students must produce independent work unless otherwise directed.

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## 4. Unacceptable Practices

### 4.1 Plagiarism

- Copying or closely paraphrasing sources without acknowledgment is prohibited. This includes the unauthorized use of another student's work, published material, or content found online.
- Using AI tools to generate content that is then submitted as the student's own work is considered plagiarism. Students must not use AI-generated text, images, or data in their assignments without proper verification and critical engagement.

### 4.2 Unauthorized Use of AI Tools

- Using AI tools to write, translate, or develop entire sections of an assignment is unacceptable, as it compromises academic integrity.
- Students are prohibited from using AI tools to bypass learning, substitute for their own critical thinking, or simulate understanding. This includes, but is not limited to, generating summaries, essay drafts, analyses, or answers directly from AI systems.
- Misrepresenting AI-generated work as original by passing it off without modification or attribution is considered a serious academic offense.

### 4.3 Collusion and Duplication

- Collaborating with others on individual assignments, submitting group work as individual submissions, or sharing one's own work with others for submission as theirs is strictly prohibited.
- Submitting identical or closely similar work for multiple assessments without prior authorization from instructors is considered duplication and is a violation of this policy.

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## 5. Consequences of Academic Misconduct

- **First Offense:** Students found violating this policy for the first time will receive a written warning and may be required to redo the assignment under close supervision. Depending on the severity, penalties may include reduced grades for the assignment.
- **Subsequent Offenses:** Repeated offenses will result in more severe penalties, including but not limited to failing the assignment, the course, or potential suspension from the programme.
- **Severe or Intentional Offenses:** Severe cases, such as repeated plagiarism or intentional academic dishonesty, may lead to expulsion from the college.

All cases of academic misconduct are subject to investigation by the academic integrity committee, with students having the right to appeal any decision made.

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## 6. Promoting Academic Integrity

CTS College is dedicated to supporting students in developing strong research and writing skills. To foster a culture of integrity and support students in following best practices:

- **Orientation and Induction:** All students are strongly encouraged to attend these sessions, where the principles of academic integrity and appropriate use of AI tools are discussed in detail.
- **Workshops and Training:** Regular workshops on citation methods, referencing styles, and ethical research practices will be held.
- **Academic Resources:** Access to research tools, guides on citation and plagiarism, and one-on-one tutoring sessions will be available to help students adhere to academic standards.

## 7. Conclusion

This policy reflects CTS College's commitment to maintaining a high standard of academic conduct across all programmes. Students are encouraged to familiarize themselves with this policy, practice academic honesty, and actively seek guidance when in doubt. Our goal is to equip students with the skills needed to produce original, ethical work that demonstrates genuine understanding and academic growth.

By adhering to this policy, students contribute to a scholarly environment that values integrity, learning, and respect for the intellectual work of others.

Approved by:

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