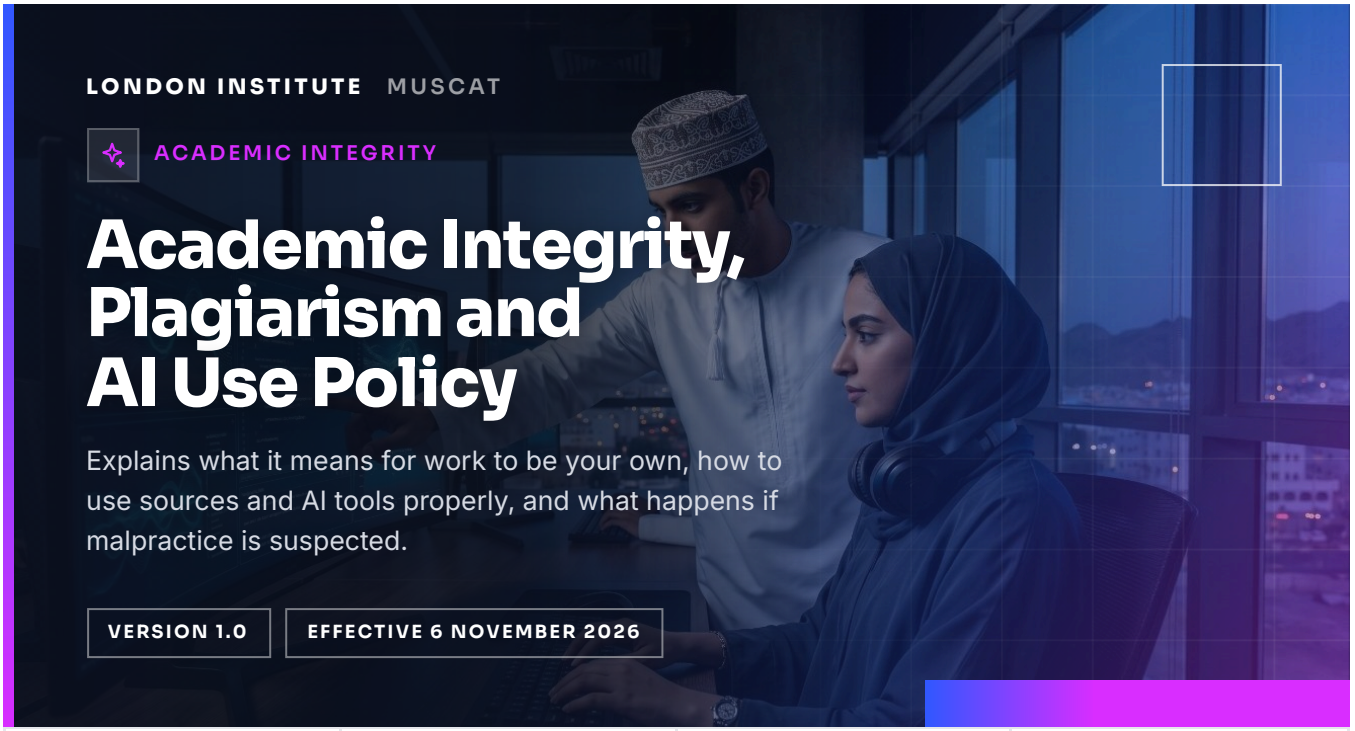


LONDON INSTITUTE MUSCAT

ACADEMIC INTEGRITY

Academic Integrity, Plagiarism and AI Use Policy

Explains what it means for work to be your own, how to use sources and AI tools properly, and what happens if malpractice is suspected.

VERSION 1.0 | EFFECTIVE 6 NOVEMBER 2026

DOCUMENT	LONDON INSTITUTE VERSION	INTERNAL APPROVAL	EFFECTIVE DATE
Academic Integrity, Plagiarism and AI Use Policy	1.0	Mr. Issa Al Azri, Head of Centre	6 November 2026
POLICY OWNER	**AUDIENCE**	**NEXT REVIEW**	**CENTRE**
Quality Nominee	Learners, parents and staff	November 2027	Al Nahda Training Institute LLC, trading as London Institute

01 Scope

This policy applies to all learners and staff on Foundation, Diploma, Extended Diploma, Higher Diploma and Advanced Higher Diploma programmes at London Institute. It covers internally assessed work and any external assessment taken at the centre.

02 Definitions

TERM	MEANING
Plagiarism	Presenting someone else's work, words, ideas, images, code or data as your own without acknowledging the source.
Collusion	Working with others to produce work that is then submitted as individual work.

TERM	MEANING
AI misuse	Using artificial intelligence tools (for example chatbots, writing assistants, image or code generators) in a way that is not permitted, or without acknowledging it, so that the work is no longer your own.
Learner malpractice	Any act that breaches assessment rules or undermines the integrity of assessment, including plagiarism, collusion, AI misuse, false declarations, fabricating data, impersonation and buying or commissioning work.
Staff malpractice and maladministration	Any act by staff that compromises assessment, for example giving learners too much help, altering evidence, or failing to follow assessment rules.

03 What we expect from learners

- Submit work that is your own and sign the declaration of authenticity with each submission.
- Reference every source you use, including books, websites, videos and other people's work, using the referencing style in the Learner Handbook.
- Do not share your work for others to copy, and do not copy others' work.
- Keep notes, drafts and files that show how your work developed. You may be asked to show them.

04 Using AI tools

AI tools can support learning, but the work you submit for assessment must be your own in wording, ideas, decisions and technical content.

- Each assignment brief states whether AI tools may be used and for what (for example generating ideas or checking spelling).
- Where AI use is allowed, you must acknowledge it in your submission: name the tool, the date, and what you used it for, and keep a copy of your prompts and the outputs. Your assessor may ask to see them.
- Copying, paraphrasing or closely adapting AI output and presenting it as your own work is malpractice, even if you acknowledge the tool.
- Assessors will not give credit for content that you did not produce independently.

05 How we check authenticity

- Assessors review work at intermediate stages and in supervised class time where appropriate.
- Work may be checked with plagiarism or AI-detection software. Software results are one indicator only and are never used on their own to decide malpractice.
- Where there is doubt, the learner may be asked to explain or present their work verbally.

06 If malpractice is suspected

1. The assessor records the concern and does not assess the work further. The concern is passed to the Lead Internal Verifier.
2. The learner is told in writing what is suspected, sees the evidence, and has at least 5 working days to respond in writing or at a meeting. The learner may bring a parent, guardian or friend to any meeting.
3. The Quality Nominee (or a manager not involved in the case) investigates and decides, on the balance of probabilities, whether malpractice occurred.
4. The learner receives the outcome and any sanction in writing, with the reasons and details of how to appeal.

07 Sanctions

Sanctions are proportionate to the seriousness of the case and the learner's history, and may include:

- a written warning, with the work assessed only on the authentic parts;
- the work being given no marks, with or without a further opportunity to submit;
- loss of the resubmission opportunity for that assignment;
- in serious or repeated cases, withdrawal from the unit or programme.

08 Reporting to the awarding organisation

- Suspected learner malpractice in an external assessment is reported to the awarding organisation immediately by the Head of Centre.
- Learner malpractice in internally assessed work is reported to the awarding organisation where the learner has signed a declaration of authenticity; otherwise it is dealt with under this policy.
- Suspected staff malpractice or maladministration is reported to the awarding organisation immediately by the Head of Centre.
- The centre follows the awarding organisation's guidance on malpractice and maladministration and on AI use in assessments.

09 Staff responsibilities

Staff must not give learners feedback that tells them how to meet specific criteria, write or amend learners' work, or sign declarations they cannot stand behind. Any staff member who suspects malpractice by a colleague must report it to the Quality Nominee or Head of Centre. Concerns raised in good faith are protected.

10 Appeals

A learner may appeal a malpractice decision or sanction under the Academic Appeals Procedure.

11 Records

Records of every malpractice case, including evidence, the learner's response and the decision, are kept securely for at least 18 months after the case closes, or longer if an appeal is in progress.

DOCUMENT HISTORY	Version 1.0 — internally approved by Mr. Issa Al Azri, Head of Centre. Effective 6 November 2026.