

Disclaimer

I herewith confirm that I am fully aware of the following facts and that I accept the course requirements below:

General:

- I am aware of the intensive nature of the course, requiring participants to dedicate between 15-20 hours preparing lessons, reflecting on input sessions and self-study per week.
- I am aware that participants are required to show a high level of personal organisational skills.
- I am aware that participants need to be in a good state of physical, mental and emotional health. I am aware that participants are required to attend 100% of the course.
- I am aware that the possibility of failure remains, even if a participant is accepted onto the course.
- I accept that plagiarism will be reported to Cambridge and may result in being disqualified.
- I will comply with Cambridge's complaints procedure and Cambridge's equal opportunities statement. I will communicate openly and respectfully with my peers and tutors, addressing any issues I may have prior / during the course.
- I accept Cambridge English Languages GmbH terms and conditions.

Pre-course tasks:

I am aware that participants are required to complete a pre-course task and reflect on it prior to the start of the course. In addition to this, participants will need to buy the following books

- Michael Swan: Practical English Usage
- Jim Scrivener: Learning Teaching *

* Participants are required to read this book prior to the start of the course.

I am aware that taking an online language awareness course is strongly recommended prior to the course and may be compulsory for some participants.

During/after the course:

- I am aware that participants are required to collaborate with their peers and to give and take constructive feedback, maintaining a high level of professionalism at all times
- I know that Teaching Practice may start on the first day (face2face course only).
- I am aware that assessment is continuous. Participants are given a compulsory stage 2 tutorial halfway through the course. Participants on the brink of failing the course will be given a stage 3 tutorial.
- I accept that the end of course report is based on a participant's performance throughout the course, highlighting strengths, areas for development and general comments.

CELTA AI Usage Disclaimer and Referencing Agreement

Use of Generative AI in CELTA

As a centre, we recognise that generative AI tools (such as ChatGPT, Bard, Claude, DALL·E, Grammarly, and others) can support your learning and professional development when used ethically, transparently, and responsibly.

However, CELTA assessed work must primarily demonstrate your own knowledge, skills, and independent understanding. Therefore, any use of AI must be properly acknowledged and referenced and must not compromise the authenticity of your work.

Unattributed use of AI constitutes academic malpractice and can result in disqualification or failure.

Permitted Use of AI Tools

You may use AI tools to:

- Generate ideas for teaching and learning materials
- Conduct initial research or background reading

Any AI-generated content included in assessed work must be:

- Clearly identified and quoted
- Fully referenced using a recognised citation style (see point 3 below)

You must not:

- Submit AI-generated content as your own without attribution
- Use AI to generate entire assignments or lesson plans
- Use AI to fabricate data, sources, or analysis
- Present AI-generated output that you cannot explain or contextualise

Referencing AI Use (APA style recommended)

If you use an AI tool, you must include:

In-text citation (include):

- The AI tool name
- The date of access
- The exact prompt used
- A quote or paraphrase of the AI-generated content

Example (in-text citation):

When asked, “explain the difference between present perfect and past simple,” ChatGPT responded that “present perfect links past actions to the present, while past simple refers to completed past events” (OpenAI, 2024).

Bibliography list entry (APA-style):

You must include:

- author
- date
- title
- source

Example of bibliography list:

OpenAI. (2024). ChatGPT (Mar 27 version) [Large language model].
<https://chat.openai.com/c/25f36bd6-cfa6-45f2-8385-a33e12e91a60>

Here is the above example reference broken down into its components:

- a. **author** – the author of the model, in this case ‘OpenAI’
- b. **date** – the year of the version used, in this case (2024)
- c. **title** – the name of the model, “ChatGPT”, serves as the title and is italicised; the descriptor “Large language model” is in square brackets.
- d. **source** – the URL that links as directly as possible to the source.

Malpractice

If you are found to have failed to acknowledge any use of AI, this will be treated as an attempt at malpractice and could lead to disqualification. Please refer to [Cambridge English's malpractice procedure for teaching qualifications](https://www.cambridgeenglish.org/help/malpractice/). <https://www.cambridgeenglish.org/help/malpractice/>

Candidate declaration

Please read and sign below to confirm that you understand and agree to comply with this policy.

Candidate Name: _____

Course: CELTA

Centre Name: Cambridge English Languages, CEL

Date: _____

Declaration: I confirm that all assessed work I submit is my own and that any use of AI tools is ethical, transparent, and fully referenced. I understand that failure to declare AI use, or submitting AI-generated content as my own, constitutes academic malpractice and may result in disqualification from the CELTA course.

Signature: _____