

## Abbeydale Plagiarism Policy and academic integrity

Plagiarism is a form of academic misconduct. If you are caught plagiarising, whether you did so knowingly or inadvertently, you will be invited to meetings, possibly subjected to disciplinary procedures and probably experience academic stress. In serious cases, there can be an impact on your academic record. Make sure you are aware of what good academic practice entails.

### What is Plagiarism?

This is the definition used by colleges/universities:

“Plagiarism is passing off someone else’s work, whether intentionally or unintentionally, as your own for your benefit.”

Plagiarism means giving the impression that a piece of work originated with you when it didn’t, or at least some of it didn’t. If you present an idea, you are automatically giving the impression that it’s your work, unless you give due credit.

### Collusion

Colluding with another person on work that’s meant to be your own is also plagiarism. For example, you could be accused of collusion if you lend one of your assignments to a fellow student, especially if they put some of it into their assignment. Even if they paraphrase your work, it is possible to detect collusion. Think very carefully before lending your work to others.

Another form of collusion occurs when you are working on a team project and have to write an essay about it afterwards. The essays are often required to be individual work, and even if you shared the workload of your project, handing in essays with shared sections can get you into trouble, unless your lecturer explicitly permits it. The essay is your chance to show that you actively took part in the team project and every part of the process. If you have any doubts or questions, talk to your lecturer. They should be able to advise you.

### Detecting plagiarism

There are ‘e-tools’ to check whether a piece of work has been published or submitted for assessment already. In many cases, it’s not even necessary to use a special database to detect plagiarism. Some lecturers have unearthed copying by simply typing a sentence into Google. There are lots of ways to detect plagiarism, and lecturers use them regularly.

All assignment submitted will be put through Turnitin®. Turnitin checks for plagiarism using a sophisticated algorithm that compares submitted documents against a vast database of academic content, internet sources, and previously submitted assignment from others at Abbeydale. Turnitin generates an originality report for the submitted document, highlighting any text that matches content in its database. This report indicates the percentage of the document that matches existing sources and provides links to those sources. The apprentice/learner who submitted the document can review the originality report to determine if there's any problematic plagiarism or improperly

cited material giving them a chance to correct work before final submission. Turnitin doesn't solely rely on word-for-word matches; it also identifies paraphrased content and improper citation practices.

### Consequences of plagiarism

Suspected cases of plagiarism are passed to the Directors (or their nominees). He/she meets the student and tries to work out if plagiarism has taken place. If it has, both directors decide what kind of penalty to apply.

This is likely to vary depending on factors such as:

- whether they may have been uneducated about plagiarism
- How much of the work in the assignment was plagiarised whether they have done it before
- whether they should know well enough by now what to avoid

Penalties range from a written warning and rewriting the piece of work to failure and discontinuation of the whole course.

### Good Academic Practice

A key element of academic integrity is understanding good academic practice in written work and creative practice. Understanding how to use the work of other scholars, including your peers, to develop your insights into a subject is an important professional skill.

You will be expected to follow professional academic conventions. Within the international academic community, it is never acceptable to use the words of others or their creative output (whether published or unpublished, including material from the internet) without explicit acknowledgement. To do so would not be seen as a mark of respect but rather as plagiarism.

#### Main principles

- When you take notes from sources, make sure you do so in ways which identify where you are recording your observations based on the document you are reading, where you are paraphrasing and where you are recording direct quotations. This will be particularly important if you are taking notes over a longer period and then reviewing them later. For more information on how to give credit to others' work that influences your own, see the Guide to Referencing
- Learn to plan your study time effectively, be aware of deadlines and leave plenty of time for writing to avoid the need to take 'shortcuts' which could lead to bad academic practice.
- To demonstrate your knowledge and ability effectively in assignments, you need to ensure that you address the question you are asked. Including large amounts of acknowledged pasted material, or over-quotation from external sources, is likely to detract from the quality and originality of the work and is therefore unlikely to secure good marks.
- The purpose of assessment is to enable you to develop and demonstrate your knowledge and understanding of the learning outcomes of your course. It is entirely appropriate that your work should be informed by, and refer to, the work of others in the field or to discussions with your peers, tutor or supervisor. However, such contributions must always be acknowledged following conventions appropriate to the discipline. This requires more than a mention of a source in a bibliography which may be a practice you are used to at Faculty or college. You should acknowledge each instance of another person's ideas, artworks or words using the appropriate referencing

conventions. It is important to make clear which are your words, ideas or artworks and which have been taken from others.

- It is often helpful to discuss ideas and approaches to your work with your peers and this is a good way to help you think through your ideas. However, work submitted for assessment should always be entirely your own except where specified otherwise in the instructions of the assignment. In some instances working in groups will be required, and there may be occasions when work is submitted from the whole group rather than individuals. In these instances, the instructions will make it clear how individual contributions to the joint work should be identified and will be assessed. If you are in any doubt, check with the person setting the assignment. If you have worked with others you should make sure that you acknowledge this in any declaration you make (see below).
- When you submit a piece of coursework you will be asked to declare (e.g. using a signed declaration) that you are aware of the requirements of good academic practice and the potential penalties for any breaches.

### Assignment integrity

Academic Misconduct, any action that gives a student an unfair advantage in assessment, including but not limited to collusion, fabrication, cheating, or the use of unauthorised third-party services.

All assignments and assessments must be the original work of the apprentice/learner. Apprentices/learners must not engage in any form of guidance or editing that alters the academic content, structure, or argumentation of their work without clear acknowledgement.

The use of professional proofreading or assignment marking services is strictly prohibited. These services risk breaching academic integrity by improving argumentation, restructuring content, or refining analysis beyond basic spelling, grammar, and formatting. Undisclosed use of such support may result in disciplinary action, up to and including course failure or suspension.

To help students develop robust academic skills while maintaining integrity, Abbeydale Vet Nurse Training offers:

- Self-proofreading checklists and revision guides
- Peer discussion forums on Moodle, class colleagues or practice colleagues for formative feedback
- Scheduled tutor tutorials and writing workshops
- Accessibility tools and study-skill resources for eligible learners

### Use of Artificial Intelligence (AI)

Artificial Intelligence (AI) tools (such as ChatGPT, Microsoft Copilot, QuillBot, Grammarly, image generators, and similar software) are increasingly available to support learning and writing. While these tools can be helpful, their use must not compromise academic integrity.

#### Acceptable Use

AI may be used to support your learning and productivity, provided it does not replace your own original thought or obscure proper attribution. Examples include:

- Grammar checking, spelling, formatting, or improving clarity (e.g., Grammarly).

- Brainstorming topics, outlines, or examples to inspire your own work.
- Summarising complex concepts for revision or creating practice quizzes.
- Designing infographics, posters, or diagrams to support presentations.
- Administrative support such as scheduling, drafting emails, or creating checklists.

### Unacceptable Use

AI use is prohibited when it undermines originality, misrepresents authorship, or breaches ethical standards. Examples include:

- Submitting AI-generated essays, reports, or exam answers as your own work.
- Using paraphrasing tools (e.g., QuillBot) to disguise plagiarism without proper citation.
- Fabricating references, statistics, or case studies using AI.
- Using AI during exams or assessments where independent work is required.
- Presenting AI-created images, designs, or code as original human work without disclosure.

### Transparency and Disclosure

- All apprentices must acknowledge AI use when it contributes significantly to their work (e.g., “This report was drafted with the assistance of ChatGPT for idea generation”).
- All sources, whether human or AI-assisted, must be properly cited.
- AI should be treated as a support tool, not a substitute for critical thinking or professional judgement.

### Consequences

- Minor misuse (e.g., failing to disclose AI proofreading) → corrective feedback and resubmission.
- Serious misuse (e.g., submitting AI-written essays, fabricated references) → disciplinary action under academic misconduct regulations, up to and including course failure or suspension.
- Professional behaviours → will be logged on the Central Skills Log Professional Behaviours section.

### Examples in Practice

Scenario	Acceptable	Not Acceptable
Essay writing	Using AI to check grammar or suggest synonyms	Copying an AI-generated essay and submitting it
Research	Using AI to summarise an article you’ve read	Using AI to generate fake references
Presentations	Creating an infographic with AI design tools	Presenting AI-generated slides without understanding the content
Exams	Practising with AI-generated quizzes	Using AI during a closed-book exam
Clinical practice	Using AI to draft client information leaflets (reviewed by staff)	Relying on AI for medical advice without professional oversight

### **Intellectual property and Unauthorised content**

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If any unauthorised material is reported/found the individual will face disciplinary action. Please see the fitness to study policy for further details of this process.