



# ACADEMIC INTEGRITY: STUDENT GUIDE

This guide should be read in conjunction with the Academic Integrity and Plagiarism Policy

## What is Academic Integrity?

**Academic integrity** is a core value of Carlow College. That means that we are committed to promoting honest and ethical academic behavior, particularly when it comes to researching and writing academic assessments.

**Academic integrity** promotes critical thinking and encourages students to take ownership of their work. It is essential for maintaining the credibility and reputation of the College and its degrees

## What is Plagiarism?

**Plagiarism** is a serious breach of academic integrity. Simply put, it means using the work of others in your assessments without acknowledgment. By submitting the assessment, you are claiming it is your own work. Therefore, the mark you get for an assessment doesn't reflect your own knowledge and skills and is fraudulent.

## Examples of Plagiarism

- Copying text word-for-word from an online or hard copy source without placing in quotation marks and referencing correctly.
- Presenting text from an online or other source with only minor changes (e.g., using synonyms or changing the sentence).
- Submitting work in your own name which has been purchased or otherwise obtained from an essay mill or other website.
- Submitting work in your own name which has been created artificially, e.g. by a machine or through generative artificial intelligence (AI) tools such as ChatGP.
- Presenting an assignment which has been wholly or partly written by another student, a family member or friend.

## How is Plagiarism Detected?

1. Your lecturer notices poor or incorrect referencing.
2. Your lecturer notices a change in writing style or variation in quality.
3. The Turnitin plagiarism detection software matches text in your essay to online sources or other essays.
4. The Turnitin AI Detection tool highlights that part of the assessment appears to have been generated by AI.



## Does using online writing assistants count as plagiarism?

Using online writing assistants (e.g. Microsoft365 Editor or Light Key) to correct syntax and grammar is allowed.

*You should NOT use GrammarlyGO, ChatGPT, SpinBot, QuillBot, Rephraser, paraphrasing-tool, Article Rewriter Tool or other text spinning tools, which intentionally seek to alter original text and generate new content.*

AI tools present many potential benefits to education when they are used ethically, critically and transparently. For the present, until more is known about AI, Carlow College is prohibiting the use of AI to generate any content in relation to assessments.

## What Happens if Plagiarism is detected

Plagiarism is categorised as minor, moderate and serious and penalties are applied according to the category.

**Minor Plagiarism:** Small amount of plagiarised material or unintentional plagiarism results in resubmission of the assessment, sometimes with a slight loss of marks

**Moderate Plagiarism:** Larger amount of plagiarised material or a second instance of plagiarism. The student is required to resubmit the assessment and the mark is capped at 40.

**Serious Plagiarism:** includes repeated instances (more than two) and/or the proven use of essay mills and/or AI generators and this results in automatic failing of the assessment.

Any further offence by the learner will be treated as a 'gross misconduct' utilising the [Learner Code of Conduct and Disciplinary Policy](#).

In all cases where plagiarism is detected, the student is required to attend an Academic Integrity workshop and a Plagiarism Report is filled in and sent to the Office of the Registrar. Access to these reports is limited to staff members that require the information for the purposes of applying the [Academic Integrity and Plagiarism Policy](#) or the [Learner Code of Conduct and Disciplinary Policy](#). Plagiarism reports will not appear on your general student record.

## Tips for avoiding Plagiarism

- Attend the [session](#) on Academic Integrity at Induction and review the resources on the Writing Development Moodle page.
- Our writing development [workshop series](#) can also help you to develop your 'voice' and improve your writing confidence.
- When [making notes](#) in preparation for an assignment, record where all quotes and ideas come from. Keep notes and drafts in case your lecturer requests to see them.
- [Acknowledge all sources](#). If using information from others, indicate where it came from in your text and reference it according to the citation style of your programme.
- If you are directly quoting from a text, remember to [use quotation marks](#) and reference correctly.
- Even if you are using your own words to paraphrase a source, you must still [reference it](#).
- Use the [test turnitin](#) link to generate an originality report. If you have not referenced sources correctly, you have an opportunity to correct your work and submit it again.
- Do not be tempted to use an essay mill or AI due to [lack of time](#). It is better to submit a few days late and lose some marks than risk committing serious plagiarism.