

PLAGIARISM AND GENERATIVE AI POLICY

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1. PURPOSE

Academic integrity is a core value at our university. Plagiarism, including unauthorized use of generative AI tools, is a serious violation of academic ethics and may lead to severe consequences for the student. This policy defines plagiarism, explains how to avoid it, and outlines the penalties for violations. The policy extends to the use of generative artificial intelligence (AI) tools, such as ChatGPT, DALL·E, MidJourney, and similar AI tools that produce text, images, or other outputs.

2. SCOPE

The use of generative AI tools is allowed under specific conditions. Submitting work entirely generated by AI, without substantial student input, evaluation, and acknowledgment, can be considered plagiarism.

3. TERMS AND DEFINITIONS

- N.U.P.: Neapolis University Pafos
- Q.M.S.: Quality management system
- Q.A.M.: Quality Assurance Manager
- D.A.F.: Director of Administration and Finance
- C.F.O.: Chief Financial Officer
- C.I.O.: Chief Information Officer
- D.P.O.: Data Protection Officer

Generative AI tools can create text, images, code, and more. While these tools can support learning, students must recognize the limitations of these technologies and the importance of maintaining the originality of their submissions.

The use of generative AI tools is allowed only if:

- **Explicit acknowledgment:** Students must clearly state when they have used AI tools in their submissions and specify the portions of the work generated by these tools.
- **Critical involvement:** Students must engage critically with AI-generated content, refining and evaluating the output to ensure the final submission reflects their own understanding and analysis.
- **Academic integrity:** Unauthorized or unchecked use of AI-generated content without student input or critical thinking will be treated as a breach of this policy.

4. DESCRIPTION OF POLICY

4.1. MONITORING MECHANISM

Turnitin or similar plagiarism detection tools will be used to assess the originality of the work, including any content generated by AI tools. If AI-generated material is used without proper attribution or involvement of the student, this will be treated as plagiarism. Plagiarism rates below or equal to 1% will not be factored into the overall plagiarism score.

4.2. PLAGIARISM DETECTION THRESHOLDS

Plagiarism is monitored using tools like Turnitin, which detect similarities with published content. The following thresholds apply:

- **Similarity <= 1%:** This is not considered part of the overall plagiarism score.
- **Similarity 1%-15%:** Acceptable level of similarity. The work is considered original, though explanations may be required if the similarity is close to the upper limit.
- **Similarity 15%-25%:** The work will be reviewed, and penalties may be applied for significant overlap.
- **Similarity > 25%:** The work will be considered plagiarized and will receive a zero grade.

Note that whether the percentage of plagiarism is acceptable or not, also depends on the nature and requirements of the assignment/text. This percentage does not include bibliography and is always subject to the objective judgment of the tutor to correct the student's work.

4.3. PENALTIES FOR PLAGIARISM

Students who submit plagiarized work or use AI tools without acknowledgment will face the following penalties:

- **Zero grade for the submission:** The work will receive a grade of zero if plagiarism or unreported AI usage is detected.
- **Resubmission with reduced grade:** If resubmission is allowed, the maximum possible grade will be **64%**.
- **Disciplinary actions:** In cases of repeated violations, students may face further disciplinary measures, including referral to the Academic Disciplinary Committee, which could recommend penalties up to expulsion from the university.

4.4. GUIDELINES FOR AVOIDING PLAGIARISM

To avoid plagiarism:

- **Cite your sources:** Clearly reference any material that is not your own.
- **Paraphrase correctly:** Ensure that paraphrased ideas are significantly reworded and cited.
- **Use AI tools responsibly:** If you use generative AI, disclose it clearly and ensure that the final submission reflects your own work and understanding.

5. RESPONSIBILITIES

- The Quality Committee approves the versions and amendments of the Management System documents.
- The QAM in cooperation with the DPO prepares new versions of the Management System documents and is responsible for their distribution. It is also responsible for maintaining a historical record of modifications to the QMS documents.
- Other employees are responsible for receiving and promptly filing new or revised documents related to their areas of responsibility, in collaboration with their Department Heads and the QAM.

6. SUPPORTING DOCUMENTS

All documents relevant to the procedure are listed in the Document Catalogue (**GEN.F.2.1**), with the current version and revision history, as well as in the Document Index / Repository.

The QAM shall maintain an electronic archive of all documentation related to this procedure. The location and duration of their maintenance is indicated in the File Catalogue (**QC.F.3.1**).