Plagiarism Policy

Document Control

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Introduction

Whamos Training and Development CIC is committed to academic integrity and expects all students to produce original work in their assignments and assessments. Plagiarism is the act of copying someone else's work and passing it off as your own. It is a serious academic offence, and can result in disciplinary action, up to and including expulsion.

What is plagiarism?

Plagiarism is the act of passing off someone else's work as your own. This can include copying text, ideas, or images without proper attribution. Plagiarism can be intentional or unintentional, but it is always considered academic misconduct.

There are a number of reasons why you should not plagiarize:

- **It is dishonest:**Plagiarism is a form of intellectual theft. When you plagiarize, you are taking someone else's work and passing it off as your own. This is unfair to the original author and undermines the integrity of academic scholarship.
- **It damages your reputation:** If you are caught plagiarizing, you may face disciplinary action from**Whamos Training and Development CIC**, your employer or institute. Additionally, a reputation for plagiarism can make it difficult to find a job or continue with your studies.
- **It prevents you from learning:** When you plagiarize, you are not engaging with the material and developing your own understanding of it. This can lead to poor grades and a lack of preparation for your future career.
- **Plagiarized work is often of a lower quality than original work:** When you plagiarize, you are not putting any of your own thought or effort into the work. This often results in work that is poorly written and lacking in insight.
- **Damage your relationships:** If you are caught plagiarizing, it can damage your relationships with your instructors, classmates, and colleagues.
- **Lead to legal consequences:** In some cases, plagiarism can lead to legal consequences, such as copyright infringement lawsuits.

**Types of plagiarism:

There are many different types of plagiarism, including but not limited to:

- Direct plagiarism: This is the most straightforward type of plagiarism, and involves copying text or images word-for-word from another source.
- Paraphrasing plagiarism: This involves rephrasing someone else's work without proper attribution.

- Mosaic plagiarism: This involves piecing together sentences or phrases from different sources without proper attribution.
- Self-plagiarism: This involves submitting your own work that has already been submitted for another course or assignment.

In addition to the above inclusive list on some of different types of plagiarism, there is a growing concern related to the use of generative artificial intelligence (GAI) tools for academic purposes.

Using Generative Artificial Intelligence (GAI) Appropriately

Generative Artificial Intelligence (GAI) tools are increasingly being utilised in educational contexts. These tools can generate various forms of content, including text, code, artwork, and more. When using GAI to support your learning or in assessments and assignments, it is crucial to understand how to do so ethically and transparently.

Ethical Use of GAI in Academic Work

- Originality: Your academic work should reflect your personal achievement, and assessments must contain your original contributions. Avoid using GAI-generated content as your own.
- Acknowledgment: When using GAI in assessments or assignments, it is essential to acknowledge its use transparently.

How to Acknowledge the Use of GAI in Your Work

Incorporate a statement of acknowledgement and describe how you have used GAI in your work. This acknowledgment should include the following components:

Statement of Acknowledgment in GAI:**

- No content generated by AI technologies has been presented as my own work.
- I acknowledge the use of GAI systems and provide links to generate materials for background research, self-study, or assessment drafting.
- Describe how GAI tools were used to structure, plan, or generate materials for your assessment.

Description of How Information or Material Was Generated:

Explain how the GAI tool was used in your work:

- Input prompts into the GAI tool.
- Provide the output generated by the GAI tool.
- Describe how you adapted the GAI-generated output for use in your work.

Referencing GAI Tools

As referencing styles evolve, citing content generated by GAI tools may require different approaches. Currently, AI-generated content is considered non-recoverable and should be cited as a personal communication in the text. For example:

- In-text citation: When prompted by the author, GAI responded with a ‘definition of academic integrity’ (GAI Tool, 2023). A copy of this response is in Appendix 1.
- Reference list: GAI Tool (2023) GAI Tool response to [Your Name], [Date].

Practice and guidance in the use of GAI are evolving rapidly and may change over time. Students should regularly check back and review this guide to ensure that their practice aligns with the most up-to-date advice from the CLAST.

Additional Considerations for International Students

International students may face additional challenges in avoiding plagiarism, particularly when using GAI. Differences in academic culture and referencing practices should be acknowledged, and students are encouraged to seek help from their instructors or other qualified representative if you have questions about avoiding plagiarism when using GAI. For example, in some countries, it is considered acceptable to copy text from a source without attribution, as long as the author is named. However, in the UK, this is considered plagiarism.

Resources for Students

Whamos Training and Development CIC provide a number of resources to help students avoid plagiarism, including a plagiarism guide, a referencing guide, and a library of academic writing resources. Students can also seek help from their instructor or a another suitably qualified person if they have any questions about plagiarism or referencing.

How to avoid plagiarism

There are a number of things you can do to avoid plagiarism, including:

- Always cite your sources correctly.
- Use quotation marks around any text that you copy directly from another source.
- Paraphrase information from other sources in your own words, but be sure to cite the source.
- Keep track of all of the sources you use, so that you can cite them correctly.

What to do if you suspect plagiarism

If you suspect that plagiarism has taken place, you should report it to Whamos Training and Development CIC immediately. Whamos Training and Development CIC will investigate the matter and take appropriate disciplinary action if necessary.

Criteria for Plagiarism

- Intent: Plagiarism can be intentional or unintentional. However, even if plagiarism is unintentional, it is still considered academic misconduct.
- Similarity: Plagiarized work will typically be very similar to the original source. This may involve copying text or ideas word-for-word or paraphrasing the source without proper attribution. However, in the case of Whamos Training and Development CIC, plagiarism will be considered if the similarity between the student's work and the original source is 25% or more.
- Lack of attribution: Plagiarized work will typically not cite its sources correctly. This may involve failing to cite a source at all or citing the source incorrectly.
- Context: The context in which the plagiarism has occurred will also be taken into consideration. For example, if the plagiarism is in a non-essential part of the assignment, or if it is due to a misunderstanding of how to cite sources, it may be considered less serious than if the plagiarism is in an essential part of the assignment or if it is intentional.

Disciplinary action for plagiarism **

The disciplinary action for plagiarism will vary depending on the severity of the offence. Possible disciplinary actions include:

- A warning
- A deduction of marks for the assignment or assessment
- A failure grade for the assignment or assessment
- Suspension from the college
- Exclusion from the college

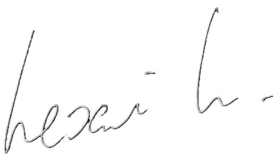
The Awarding Body (Institute of Animal Technology (IAT) may be informed

Conclusion

Whamos Training and Development CIC takes plagiarism, including misuse of GAI, very seriously. It is important to be aware of what plagiarism is and how to avoid it while promoting the ethical and transparent use of GAI in academic work.

Approval & Review

This policy has been approved on behalf of the Directors:

Elizabeth Amos-Milburn *Co-Director*	**Alexandra Gager-Liebhart** *Co-Director*
	

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Schedule 1 — Record of Changes

Version	Date	Nature of Change
001	11th March 2026	Initial published version included in the Combined Policies and Procedures 2026 edition.