



EUAA Anti-plagiarism Guidelines





Contents

1. Introduction.....	3
2. Definition of plagiarism	3
3. Forms of plagiarism	3
4. Use of generative AI	4
5. Responsibilities of students/learners.....	4
6. Responsibilities of the EUAA	5
7. Detection mechanisms	5
8. Use of Plagiarism Detection Software.....	5
9. Reporting and investigation procedures.....	5
10. Sanctions and appeals	6
11. Data protection and record keeping	6
Annex: Use of Generative AI in academic writing.....	7
Examples of acceptable uses of GenAI.....	7
Additional guidelines for master’s students	7
Examples of unacceptable uses of GenAI	7
Additional guidelines for master’s students	8
Safe, responsible, ethical, and effective AI use	8
Acknowledging and Proper Citing for Use of AI	9

1. Introduction

These guidelines lay out the principles and procedures for preventing and addressing plagiarism within the EUAA Academy. You should read them in conjunction with the [Internal guidance on academic freedom, institutional autonomy and academic integrity](#). The objective is to ensure that all the academic work that you submit is original, properly attributed, and reflective of your individual effort and competence.

These guidelines apply to all assessed and non-assessed academic work, including, but not limited to:

- Essays, reports and assignments
- Research papers and publications
- Capstone projects and dissertations
- Presentations and projects, including group work
- Online discussion posts and module-related contributions

2. Definition of plagiarism

Plagiarism is defined as the presentation of another person's work, ideas, or expressions as one's own without appropriate acknowledgment. This includes, but is not limited to:

- Copying text from a source without quotation or citation
- Paraphrasing someone's ideas without attribution
- Using AI-generated content (e.g., ChatGPT, Grammarly, translation tools) without disclosure
- Submitting work purchased or written by someone else
- Submitting previously completed work for a new assignment without disclosure or approval (self-plagiarism)
- Unauthorised collaboration (collusion)

Plagiarism can be both intentional and unintentional, with the former being considerably more serious than the latter. The EUAA Academy deems both to be unacceptable.

3. Forms of plagiarism

Plagiarism may take multiple forms.

- **Direct plagiarism:** copying sentences or paragraphs word-for-word without quotation marks or citation.
- **Mosaic (patchwork) plagiarism:** mixing copied phrases with your own words without proper acknowledgment.
- **Paraphrasing plagiarism:** rewriting ideas from a source but keeping the same structure or meaning without citing.
- **Incorrect citation:** Providing a citation but failing to clearly indicate what content is sourced.
- **Self-plagiarism:** Submitting previously completed and assessed work for a new assignment without disclosure or approval.
- **Translation plagiarism:** translating content from another language and presenting it as original work without citation.

- **Source-based plagiarism:** fabricating, misrepresenting, or citing sources that were not actually consulted
- **AI-assisted plagiarism:** submitting AI-generated content as original work without acknowledgment.

4. Use of generative AI

Generative AI (GenAI) is a type of Artificial Intelligence that produces content such as text, images, video, audio, or code. This content is produced based on information the user inputs, called a 'prompt', which is typically short instructional text. The tools then produce an output.

Content generated by GenAI tools incorporates patterns from large datasets derived from the ideas of other human authors or machine generated content and must be treated as non-original content. This includes AI-generated text, images, audio or video. Presenting such content as your own without acknowledgment is a form of plagiarism and may constitute academic misconduct.

Generative AI tools may be used for limited support purposes, provided that you maintain authorship of their work and disclose such use where required.

Acceptable Uses

- Brainstorming ideas
- Clarifying concepts
- Obtaining feedback on grammar and structure
- Generating outlines or research directions
- Uploading publicly available documents into the AI tool

Unacceptable Uses

- Writing assignments, or research papers, or parts thereof
- Submitting AI-generated texts as own work
- Using AI during assessments unless explicitly allowed
- Uploading confidential material into AI tools including assessment questions

Further details on the use of Generative AI in academic writing can be found in the Annex.

5. Responsibilities of students/learners

You must comply with the Code of Conduct for participants in EUAA training activities, the [EUAA Internal Guidance on Academic freedom, institutional autonomy and academic integrity](#) and [Guidelines on Research Ethics](#). You are responsible for ensuring the originality of your work, the accurate use of citation and referencing, and adherence to confidentiality obligations.

You are required to read and verify all sources prior to citation, including any bibliographic references generated by AI tools.

Failure to meet these responsibilities may constitute academic misconduct and may lead to formal proceedings in accordance with EUAA policies and procedures, namely the [EUAA Academic Misconduct Procedure](#).

6. Responsibilities of the EUAA

To foster a culture of academic integrity, the institution will:

- Make available general guidance on referencing and acceptable use of Generative AI.
- Conduct orientation sessions and workshops on academic writing and citation
- Conduct sessions on using citation tools and style guides
- Integrate academic integrity education into the learner resources and induction programme
- Train internal staff on the use of plagiarism detection tool
- Provide you with guidelines on the uses of the EUAA plagiarism software reports to verify plagiarism
- Embed the critical use of AI into assignment design and incorporate robust knowledge verification methods, such as oral examinations, live presentations, and interactive discussions, to ensure the authenticity of students' work.

However, responsibility for compliance remains with the learner/student.

7. Detection mechanisms

Plagiarism may be identified through:

- Manual checks by lecturers, trainers and support staff
- Plagiarism detection software
- Reporting by any member of the EUAA academic community

8. Use of Plagiarism Detection Software

You will be informed, before the start of your course/module, about the plagiarism detection software that will be used during your studies. At the beginning of each module, lecturers and trainers will explain in writing how to submit work, any rules to follow, and the expected similarity threshold (for example, 15% or 20%), depending on the type of assessment. You are responsible for following these instructions when preparing and submitting your work.

You will have the opportunity to submit draft assignments within a specific deadline to receive a first similarity report. This will enable you to review your work and make necessary changes before final submission. The similarity report on the final submission will be forwarded directly to the relevant lecturer.

Similarity reports will always be reviewed carefully. A similarity score does not automatically mean that plagiarism has occurred, as some matches (such as references, common phrases, or correctly cited quotations) are acceptable.

9. Reporting and investigation procedures

Any member of the academic community shall report suspected plagiarism to the Office of the Registrar or the relevant lecturer or trainer

For detailed information on the reporting, processing, and investigation of suspected academic misconduct, including timelines and responsibilities, please refer to the Standard Operating Procedure for processing of academic misconduct reports (TD-005-01).

10. Sanctions and appeals

Penalties and appeals processes will follow the Academic Misconduct Procedure, aligned with the Standard Operating Procedure for processing of academic misconduct reports, and are applied proportionally, considering intent, level of offence, and prior history.

You take individual responsibility for your individually submitted work, but shared responsibility for the work submitted as a group effort.

11. Data protection and record keeping

All confirmed cases of plagiarism will be recorded and maintained by the Office of the Registrar. The EUAA Academy adheres to the relevant EU Regulations governing data protection, namely Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

You can contact the Agency's Data Protection Office to lodge complaints or raise questions about the handling of your personal data. The EUAA's Office of the Data Protection Officer (ODPO) directly reports to the Executive Director as per the Decision of the Executive Director No 28/2023 and collaborates closely with the Agency's Legal Services Unit in carrying out its functions.

These records will be confidential and may be used to identify repeat offenses.

For questions about these principles and procedures or academic integrity support, please contact:

The Office of the Registrar

Email: registrar@euaa.europa.eu

Annex: Use of Generative AI in academic writing

Examples of acceptable uses of GenAI

You may use GenAI to complete the following tasks provided that no confidential or sensitive information is shared:

- Obtain background information about a specific topic, like asking for clarification of unfamiliar concepts.
- Request summaries of complex information or long texts to better understand a topic when the text is already available in the public domain (e.g. published on the EUAA website with free access).
- Seek tutoring or explanation for complex topics that may need clarification.
- Translate text that is already available in the public domain (e.g. published on the EUAA website with free access) from any language into English or vice versa.
- Generate images and audio narration, acknowledging the use of AI.
- Use GenAI tools to give feedback on grammar or spelling if the tool is not asked to rewrite a proportion of work (such as a whole paragraph or the whole assignment).

Additional guidelines for master's students

- As master's students are required to complete projects, research papers, reflection papers, data collection and analysis, GenAI may be used for the following tasks:
- Brainstorm research ideas and narrow them down with the help of AI.
- Generate outlines for research papers or ideas for projects, to help at the initial stages of an assignment.
- Prompt GenAI to create a conceptual model or templates based on a synthesis of different resources on a particular topic.
- Ask GenAI to generate a list of the most recent publications related to a specific topic.

Even where the use of Generative AI is permitted, any type or extent of use must be properly acknowledged and cited in line with the annex to this internal guidance.

Examples of unacceptable uses of GenAI

You are not permitted to use GenAI for the following tasks:

- Complete an assignment in a face-to-face training, online course, or the master's programme unless directed to use GenAI by the instructor.
- Complete an assessment with the help of GenAI and present it as own work. Assessments may include quizzes, exams or any graded task to be completed for a module or a course. This includes both formative and summative assessments.
- Upload EUAA training/learning material provided in the training or the Master's programme to GenAI systems without taking EUAA's copyrights and GDPR rules into account. Such material includes real cases and confidential information from Member States and from their national administrations; this material may not be uploaded on any GenAI tool, unless it is already available in the public domain (e.g. published on the EUAA website with free access).
- Use AI note taking features, by third party tools not provided by the EUAA, in live video sessions (synchronous sessions) and ask AI to organise the notes, as these may include confidential information.

- Share essays and assignments that include confidential/personal information or information about someone else.
- Citing AI generated bibliographic references without reading and verifying them.

Additional guidelines for master's students

Given the types of assignments/assessments in master's courses, students must avoid using GenAI and AI-enabled tool for tasks including the following uses:

- Data gathered for a research study with names of participants or confidential information.
- Data collected from own research or from statistics publicly available in their national administration and ask it to generate codes or analyses. This also includes audio recordings or transcripts of participants.
- Prompt AI to write a research paper about a topic or create a project and then use it as their own.

Safe, responsible, ethical, and effective AI use

- **Data Bias:** as users of AI tools, students/learners must be aware that content generated by GenAI may contain biases. AI outputs may include gender and cultural bias. For GenAI generated content, human oversight is essential to review the output, check for biases, and verify the sources of information. This is why good practice would be to ask AI tools to share original sources where information was generated in order to evaluate the information.
- **Sycophantic behaviour:** this is the tendency of AI models to excessively agree with or flatter users, prioritising user approval over factual accuracy. This behaviour could reward errors and treat flawed hypotheses as correct premises introducing a lot of confirmation bias and systematic distortion.
- **Hallucinations:** output generated by AI may include false and inaccurate information. It may fabricate information, quotations, and citations. As good practice, information from AI should never be used as is. The source that the information was taken from must be verified and own words must be used to write the ideas generated by AI. A similar approach must be followed when dealing with translations, as GenAI can make errors in translation and translated content must be checked for accuracy.
- **Data privacy and copyright infringement:** any information that is inputted into publicly available Generative AI tools may be stored and may appear in future outputs generated by the system. Personal information or confidential information should never be shared. Similarly, names of real people should not be entered into an AI tool unless they are public figures or have published work in their name such as authors of articles, books, etc. Copyright infringement may also occur where students or academics upload, share, or use copyrighted materials, including content from EUAA courses or learning materials, as input into AI tools or other external platforms.
- **Prompting:** prompts are the questions or sentences that are inputted into the AI systems to gather responses. Writing effective prompts results in more specific outputs (answers-results).
- **Customising settings in AI platforms:** Some AI tools allow data sharing options to be adjusted. OpenAI is among the platforms that provide options to prevent chat inputs from being used to train their models. Some generative AI services also include features like automatic data deletion after a specified period, ensuring personal information is removed.



You should review the privacy settings and terms of use of AI platforms to understand how data and uploaded content are stored, processed, retained, and potentially reused by the provider.

Acknowledging and Proper Citing for Use of AI

- Any extent and type of GenAI use should be acknowledged when used in any piece of academic work.
- Minimum requirements to include in acknowledging the use of GenAI in an assignment are:
 - Name and version of the GenAI system used; e.g. Microsoft Copilot (version GPT-4), ChatGPT-3.5
 - Publisher (company that made the GenAI system); e.g. Microsoft, OpenAI
 - URL of the GenAI system and, when possible, the direct link to the relevant AI chat or interaction that contributed to the submitted work.
 - Brief description (single sentence) of context in which the tool was used.
 - For example: I acknowledge the use of Microsoft Copilot (version GPT-4, Microsoft, <https://copilot.microsoft.com/>) to summarise my initial notes and to proofread my final draft.
- GenAI systems should not be cited as an author (intext) nor included as a source in the reference list except when required by a trainer or an instructor.