

Plagiarism Policy

Sofia University Plagiarism Policy

Plagiarism occurs when one uses the words or ideas of another without attribution, acknowledgment, or recognition. The words of another are included without giving credit to the original source. Plagiarism ranges from cutting and pasting, copying someone else's work word-for-word, rewriting someone else's work with only minor word changes (mosaic plagiarism), and summarizing work without acknowledging the source. These sources might be written, electronic (such as computer files or information found on the Internet or sourced from AI), or in the form of audio files, musical scores, film, or video materials. Any material created by another that is incorporated into a student's paper or other work must be properly acknowledged using APA and/or Sofia Writing Style.

Self-plagiarism or duplicate plagiarism involves recycling an essay or large portions of text written for a prior course and resubmitting it to fulfill a different assignment in a different course. (Turnitin blog 6/23/21)

First offense: Meet with faculty and discuss the issue. Assignment is rewritten within 1-week. Faculty reports plagiarism to Sofia Student Services office. Student signs the Sofia University's Academic Dishonesty Resolution Form which will be kept on record with the Student Services office.

Second offense: In addition to the above, students will fail the course in which plagiarism occurred. The student will need to take the course over and the writing center course on understanding and avoiding plagiarism. Successful completion of the course will be documented in the student's record. Student signs the Sofia University's Academic Dishonesty Resolution Form which will be kept on record with the Student Services office.

Third offense: Students will be automatically withdrawn from their program and University. Administrative withdrawal will be documented in the student's record, and they will not be eligible for readmission to any program at Sofia University.

Sofia University Artificial Intelligence (AI) Use Policy for Academic Assignments

Sofia University supports the choice of faculty regarding the use of AI or any other technology in their courses. We ask that faculty specify their permission to use AI in their classes and provide instructions in the course syllabi, announcements, discussions, and assignments for students' information and guidance.

- Students and faculty must disclose the use of AI at the beginning of assignments and any other borrowed content sources to ensure academic integrity and uphold the principles of honesty, originality, and intellectual creativity among them. If faculty and/or students use content generated by AI or any other technology, they must properly cite the sources. Faculty reserves the right to audit any assignment turned in to check for use of AI. Use APA guidelines for AI citations as follows: [APA recommendations on how to cite and reference AI as a source of information.](#)

- The use of AI or any other technology to commit plagiarism is strictly prohibited within Sofia University. Plagiarism undermines the learning process, hampers individual growth, and tarnishes the reputation of the institution. Students and faculty who use borrowed content without providing citations are considered violating Sofia's Plagiarism Policy. If faculty and/or students use content generated by AI or any other technology, they must properly cite the sources.

Sofia University's AI/technology use policies will be integrated into Sofia's Academic Policies and Procedures, including the Student Academic Honor Code, Plagiarism Policy, Online Communications Netiquette, and Principles of Equity, Inclusion, Diversity, and Accessibility (EIDA).