CÉGEP
de St-Félicien

ACADEMIC INTEGRITY IS EVERYONE'S BUSINESS!

BAM!



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INTRODUCTION

This Guide is based on the CEGEP de St-Félicien's Institutional Policy on the Evaluation of Student Achievement (or IPESA).

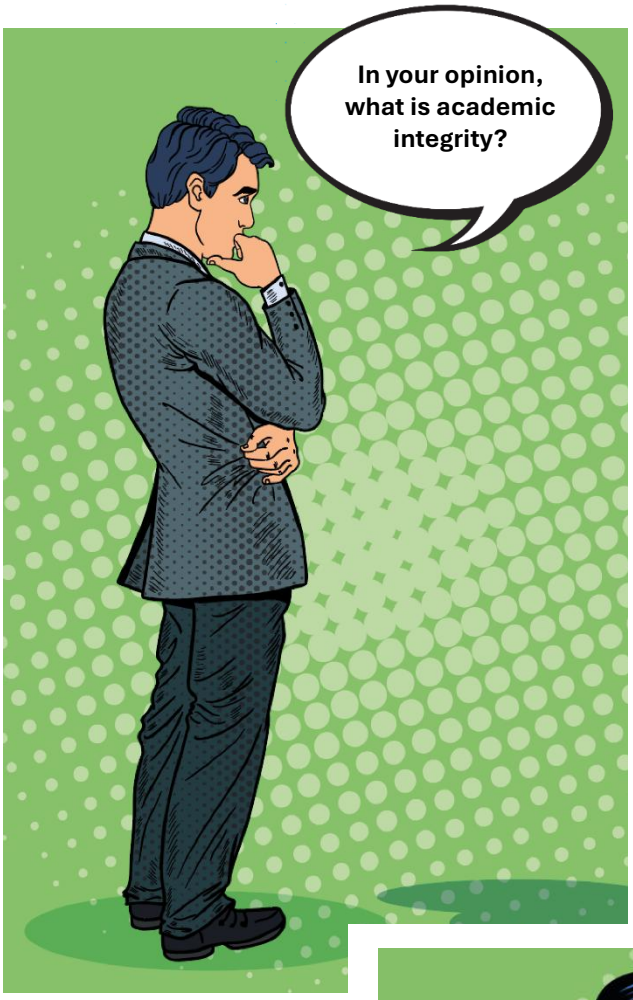
Background

Every year, there are instances of students being investigated for plagiarism at CEGEP de St-Félicien. This raises the question:



We developed this Guide to inform and equip our students so they know how to respect intellectual property and avoid plagiarism.

WHAT IS ACADEMIC INTEGRITY?











This is a smart move that will really pay off for your studies and future career. (Cégep de Baie-Comeau, 2022)

Collège Rosemont. (2022). *L'intégrité intellectuelle*. L'intégrité intellectuelle — Collège de Rosemont (crosemont.qc.ca)

Academic integrity: What's in it for you?

- You avoid getting a zero or seeing your work rejected outright.
- Your ideas gain instant credibility.
- Your teachers notice that you demonstrate academic integrity. This helps you get better grades because your work is of higher quality.
- You achieve results you can be proud of—because you deserve them.
- You gain skills that are very useful in your personal and professional life.
- You help uphold the value of academic credentials—including your own!

Profweb. (2020). *Guide sur le plagiat et l'intégrité intellectuelle.* https://www.profweb.ca/system/cms/files/files/000/004/877/original/Guide-sur-le-plagiat-et-l%E2%80%99int%C3%A9grit%C3%A9-intellectuelle_(2).pdf

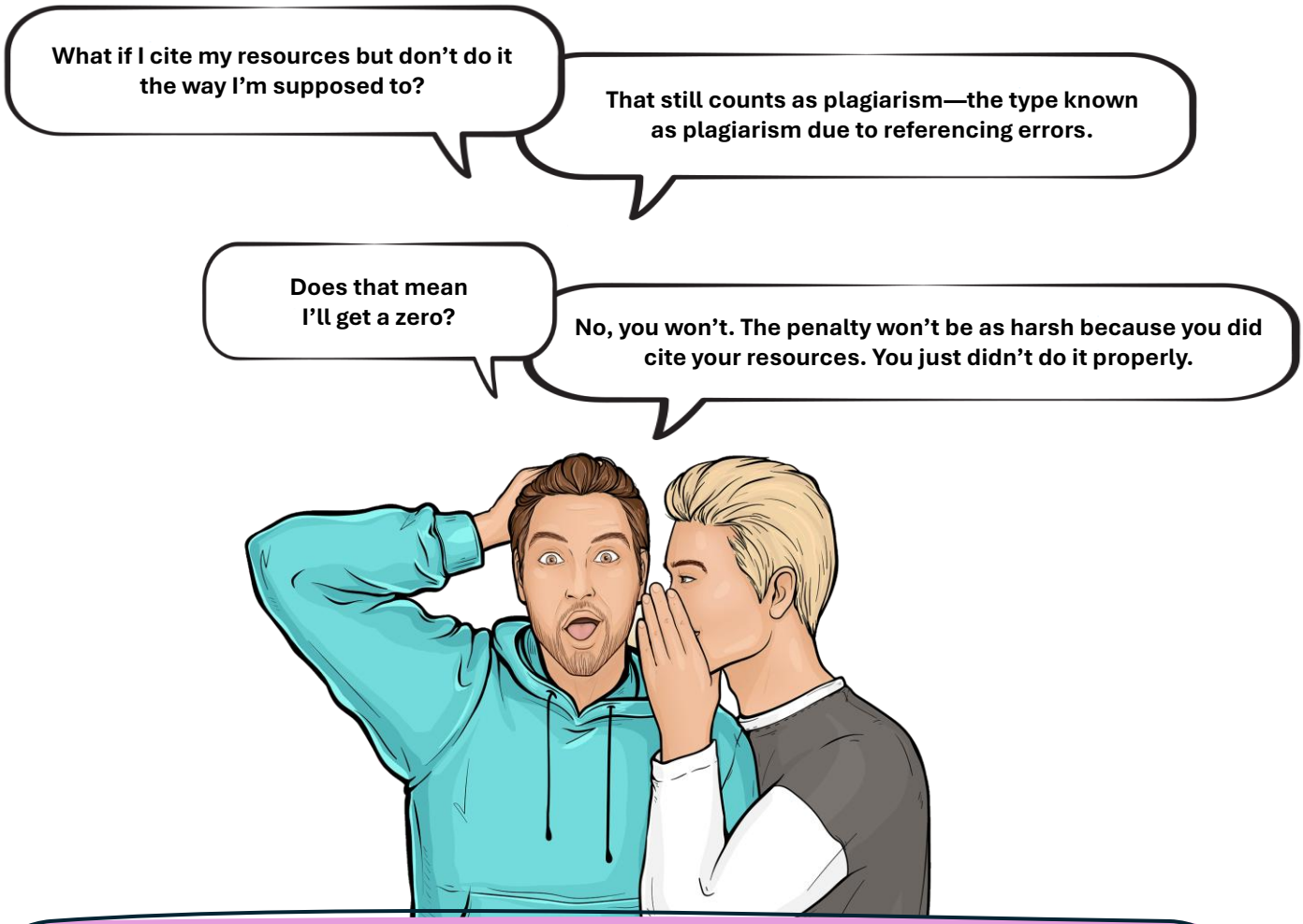
Cégep de Sainte-Foy. (s.d.). *Outil de présentation des travaux : L'importance de citer ses sources.* https://sites2.csfoy.ca/presentationtravaux/accueil/limportance-de-citer-ses-sources

Université de Sherbrooke. (s.d.). Intégrité intellectuelle. Intégrité intellectuelle — Étudiants — Université de Sherbrooke (usherbrooke.ca)



DID YOU KNOW THAT THERE ARE DIFFERENT TYPES OF PLAGIARISM?

What is plagiarism due to referencing errors?



How not to cite your sources

- Paraphrasing (expressing in your own words something that another person has written) or copying text verbatim without adequately mentioning the source. Some examples:
  - Adding the source in-text without providing all the reference information
  - Including the complete reference without referencing the source in the appropriate place in the text where it is used
- Copying the text of another person without adding quotation marks, even if you've indicated the source in the text or in the mediagraphy
- Using an image without adequate mention of the source

What are the penalties for plagiarism due to referencing errors?

In cases of plagiarism due to referencing errors, students will lose **at least ten percent (10%) of the total points awarded** for the assignment or exam. The **teacher decides the rules and penalties** and must inform students before any assessment.

Cégep de St-Félicien. (s.d.). *PIEA | Politique institutionnelle d'évaluation des apprentissages*. PIEA | POLITIQUE INSTITUTIONNELLE D'ÉVALUATION DES APPRENTISSAGES

Click here to access this information in the IPESA. You'll find the section on plagiarism due to referencing errors on page 33.

In other words, the seriousness of the offence determines the penalty.



Is it OK to use any type of image?

Did you know that if you want to use a document for commercial purposes that contains an image that isn't in the public domain, you could be sued by the copyright holder?

That's why you need to be very careful and make sure you use copyright-free images.

Ask your teachers if you want to know more on this subject.

What is plagiarism of intellectual property?



Click here[1] to view video (in French only)
Plagiat – Recette de grand-mère (UQTR)
(Plagiarism – The tried and tested method)

Plagiarism of intellectual property is taking someone else's ideas—either verbatim or rephrased in your own words—and passing them off as your own, i.e., without citing the author or the source.

- Copying another person's text **without mentioning the source**
- Paraphrasing a text (rephrasing another person's writings in your own words) **without mentioning the source**
- Presenting another person's work as your own—even if that person gave you permission to do so
- Reusing work you completed in one course and submitting it in another course without first obtaining the teacher's permission (for example, when repeating a course)
- Submitting work you purchased **from another person**
- Noting down a lecturer's remarks and passing them off as your own
- Translating—either word for word or in your own words—a text in another language **without mentioning the source**
- Handing in an individual assignment that is identical, in whole or in part, to **that of another person**
- Submitting a collaborative effort when individual work was expected
- Using an idea or part of a text produced by AI **without stating that you used this resource**



Collège Montmorency. (s.d.). *Intégrité intellectuelle à l'ère de la COVID-19*.

[1] https://youtu.be/pbwr2Tv8Fck

You need to cite your sources in these situations:

Whenever you take an idea from:

- A book
- An article available in print or online
- A website
- A conference presentation
- Your class notes

Whenever you use, in whole or in part:

- An image
- A photograph
- A table
- Data
- A chart
- A song
- A video
- A film
- A work of art
- Etc.



This rule applies whether or not the ideas are published, spoken, illustrated or written!

Cégep de St-Félicien. (s.d.). *Aide-mémoire, Le respect de la propriété intellectuelle*. https://view.genial.ly/63053400d095e20018bd5390



1. What is cheating?

a. **Click here**[2] to view video (in French only)
Tricherie – Partie de cartes (UQTR)
(Cheating at cards)



What counts as cheating:

- Using unauthorized materials to complete an assignment or assessment (class notes, digital devices, artificial intelligence, etc.)
- Obtaining, without authorization, exam questions or answers, or any other exam-related materials
- Getting unauthorized help to complete an assignment
- Changing your answers before submitting an assignment to your teacher after you receive certain unauthorized information (from another student or AI, for example)



[2] https://www.youtube.com/watch?v=GwK7P_-b5ts

What is fraud?

Check out this short video—it effectively shows what fraud is.



Click here[3] to view video (in French only)
Fraude – examen de conduite (UQTR)
(Fraude during a driving test)

What counts as fraud

- Having another person take your place (or taking the place of another person) during an assessment
- Making up a quote, data or facts in an assessment
- Using or submitting work you purchased or downloaded from the Internet
- Getting another person or AI to produce, in whole or in part, your work

UQTR. (s.d.). *Fraude : ce que tu dois savoir*.
Fiche explicative - Plagiat, tricherie ou fraude ? Comment éviter le piège! - UQTR (uquebec.ca)

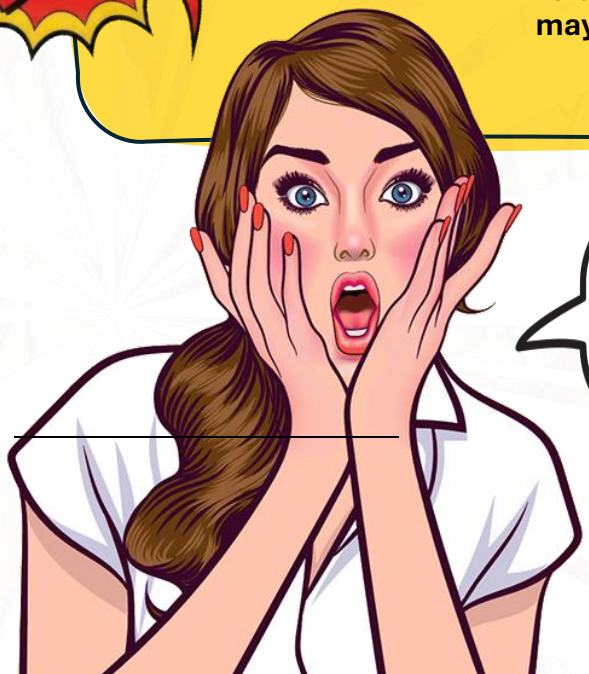
Université Laval. (2023). *Comprendre et éviter le plagiat*.
Plagiat | Étudiants actuels | Université Laval (ulaval.ca)



IMPORTANT!

If you use artificial intelligence when your teacher hasn't explicitly allowed it, you risk getting accused of one of these three forms of plagiarism.

To avoid this risk and the serious consequences it may entail, talk to your teachers first.



In other words, fraud involves using dishonest means to deceive others. This includes faking information or misusing materials, tools and resources for illegal purposes.

[3] https://youtu.be/rN1dMCvUx40

WHAT ARE THE PENALTIES FOR PLAGIARISM OF INTELLECTUAL PROPERTY, CHEATING AND FRAUD?



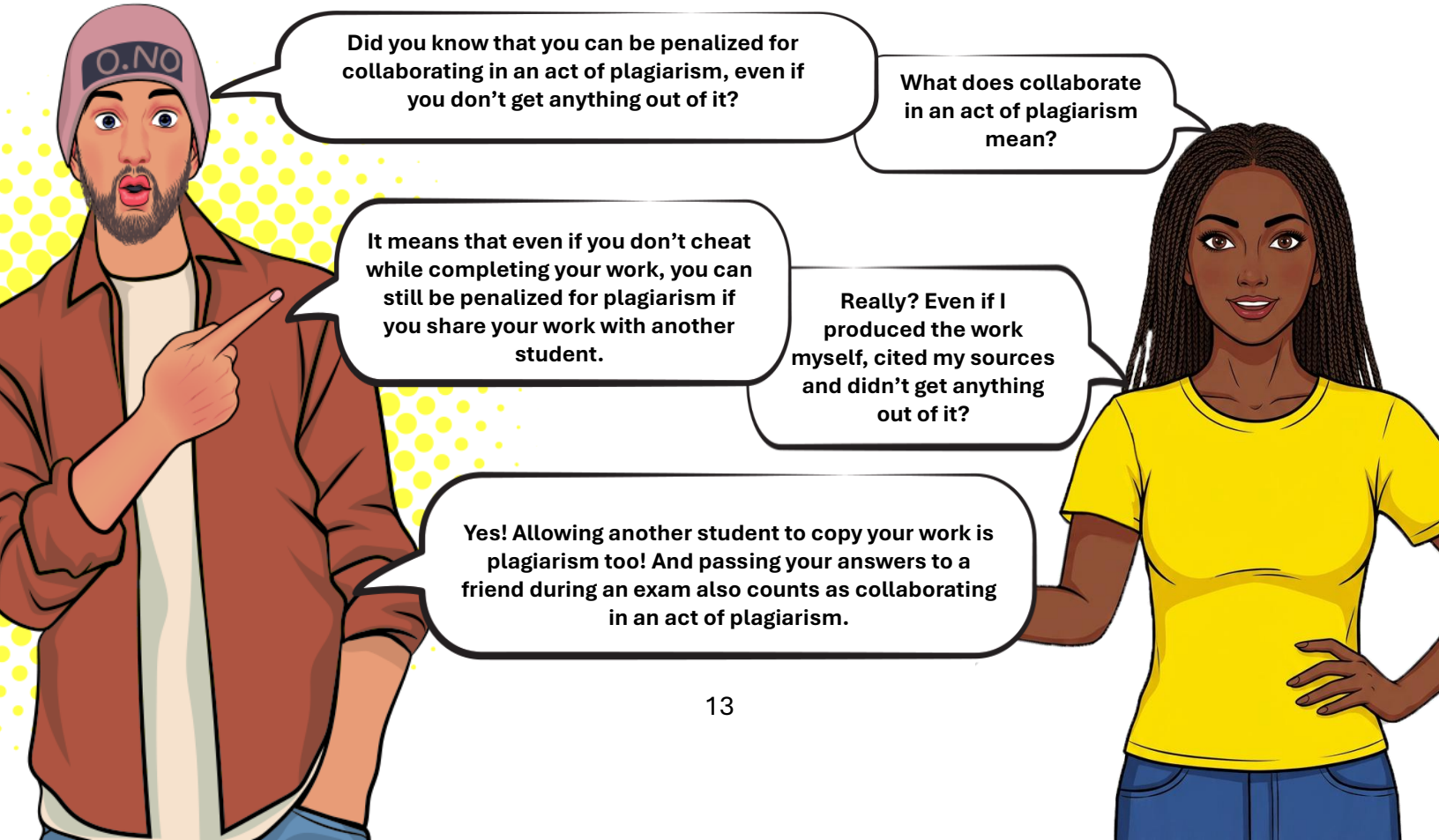
IMPORTANT!

Plagiarism of intellectual property, cheating or fraud can lead to accusations of plagiarism.

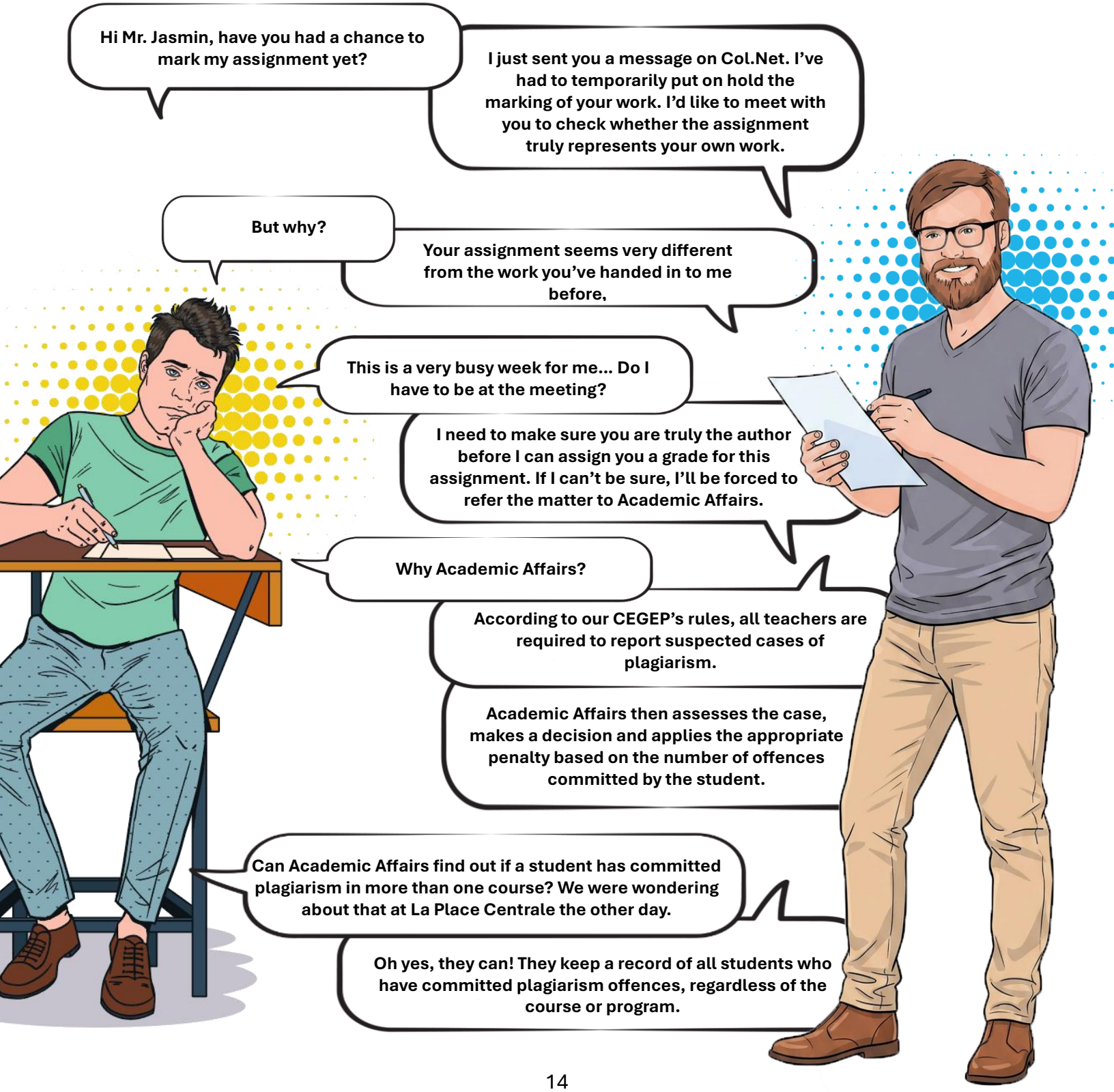
According to the IPESA, in cases of plagiarism of intellectual property, cheating or fraud, any attempt to commit such an offence or collaboration in such an offence shall result in a zero (0) grade on the relevant summative assessment. Students who commit a repeat offence shall receive a zero (0) grade for the relevant course or courses and may also be expelled from the college.

Cégep de St-Félicien. (s.d.). *PIEA | Politique institutionnelle d'évaluation des apprentissages*. PIEA | POLITIQUE INSTITUTIONNELLE D'ÉVALUATION DES APPRENTISSAGES

Click here to access this information in the IPESA. You'll find the section on plagiarism of intellectual property on pages 33 and 34



WHAT ARE THE PROCEDURES FOR HANDLING SUSPECTED CASES OF PLAGIARISM?



How are you going to check whether the work is actually my own?

You and I will discuss your work. I may also base my review on some of the other tasks you completed in class. If necessary, I can even ask you to complete an additional task during our meeting to make sure that you are truly the author of the assignment you submitted to me.

What happens if I can't prove that I completed the assignment by myself?

I'll have to refer the matter to Academic Affairs. They'll assess the work, make an appropriate decision based on all the relevant information and let you know the applicable penalty—if indeed they conclude that you've committed plagiarism.





THE NEXT DAY...

Congratulations on this impressive piece of work! This amazing result clearly reflects your hard work and genuine enthusiasm.

I really love this topic, and I put a lot of work into this assignment! I'm glad you appreciate my efforts. I was truly worried that you might wrongly accuse me of plagiarism.

Students always have a right to appeal the decision. In your case, it was really easy to see that what you put into your work truly reflects what you've learned. You really impressed me with that!

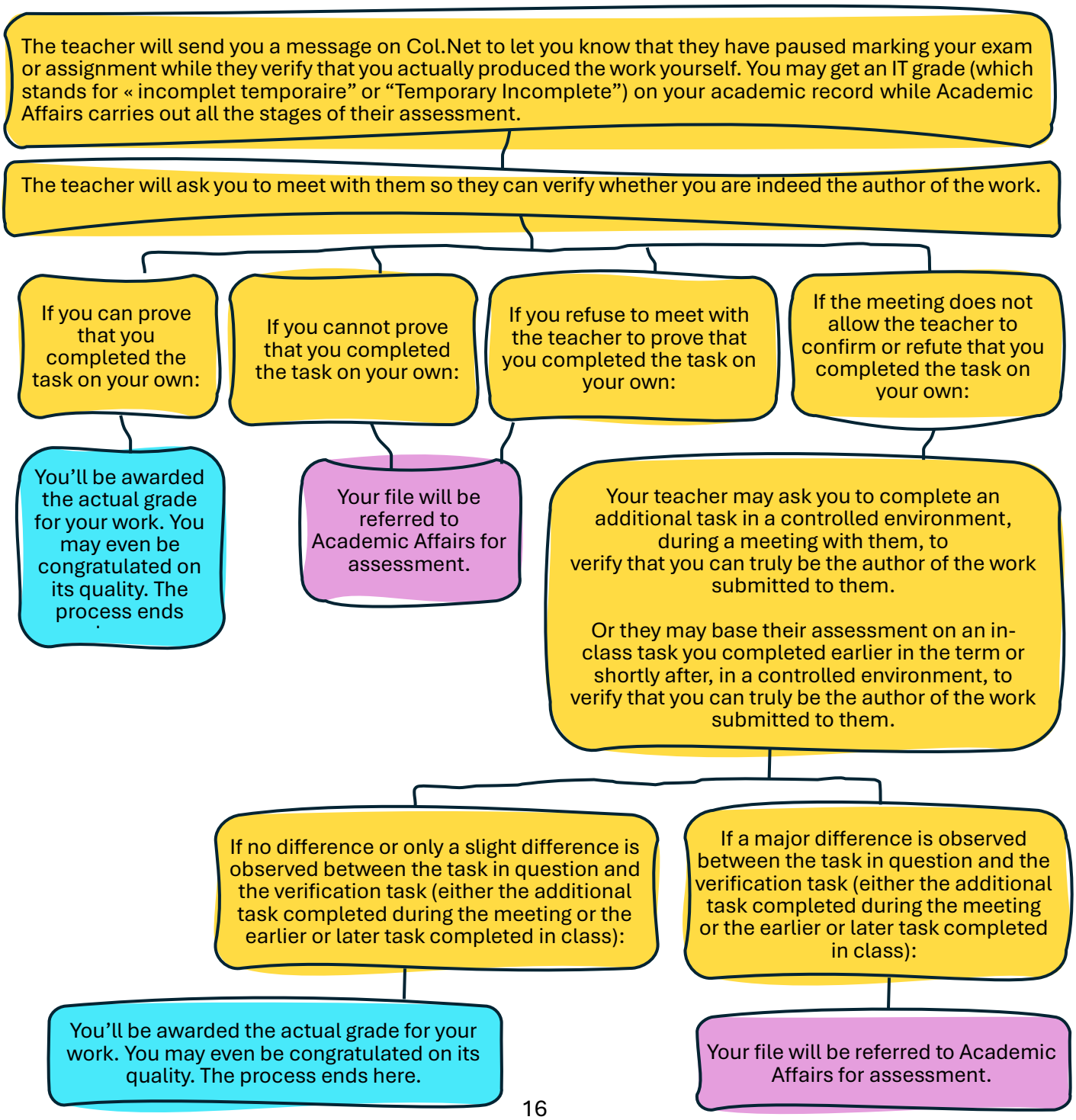
Thank you, Mr. Jasmin!





Procedures for dealing with suspected cases of plagiarism

At your CEGEP, it's mandatory to report cases of plagiarism. Teachers must refer cases of suspected plagiarism to Academic Affairs, where the files are then assessed. If a teacher has any doubts as to whether the work you submitted to them is your own, the following procedures apply. The procedures are the same, no matter the suspected resource used to commit plagiarism: AI-generated work, work produced by another student, work sourced online, suspected use of an unauthorized resource during an exam, etc.





IMPORTANT!

Failure to comply with the assignment guidelines may result in plagiarism, especially if you

use unauthorized resources to complete the task:

- Internet
- Assistance from another student (during an individual assignment)
- Artificial intelligence
- Class notes
- Assessments from previous years
- Work or materials belonging to another student
- Etc.

Make sure you carefully read the assignment guidelines and instructions and check if your teacher has permitted the use of artificial intelligence. If you're allowed to use AI, make sure you comply with the permitted terms and conditions of its use. If you're unsure, don't take any risks. Ask your teacher instead.

By submitting your own work, you make the most out of your learning and ensure you get the results you deserve—without any unpleasant surprises.



In other words, my teacher will put the marking of my work on hold. Then I'll have to attend a meeting and possibly complete an additional task to prove to my teacher that I produced the work on my own.

WHEN ARE YOU ALLOWED TO USE ARTIFICIAL INTELLIGENCE IN ASSESSMENTS?

Familiarize yourself with your instructor's expectations regarding the use of artificial intelligence (AI) during assessments. You can find these expectations in the course syllabus. They're also often included in the instructions for your assessments. What do they mean?



If using AI isn't permitted, you'll see this note:

YOU ARE NOT PERMITTED TO USE ARTIFICIAL INTELLIGENCE TO WRITE THIS ASSIGNMENT OR COMPLETE THIS TASK.



If using AI is permitted only during the preparation stage, but not to help you compose or complete the task, you'll see this note:

YOU DO NOT HAVE PERMISSION TO USE ARTIFICIAL INTELLIGENCE TO:

- Help you compose or write this task
- Help you complete this task or complete this task for you

You may use AI only while preparing the task. You can use the generated answers for inspiration, but YOU must write the text or complete the task on your own.
*** Check with the teacher in charge which uses of AI are permitted.**

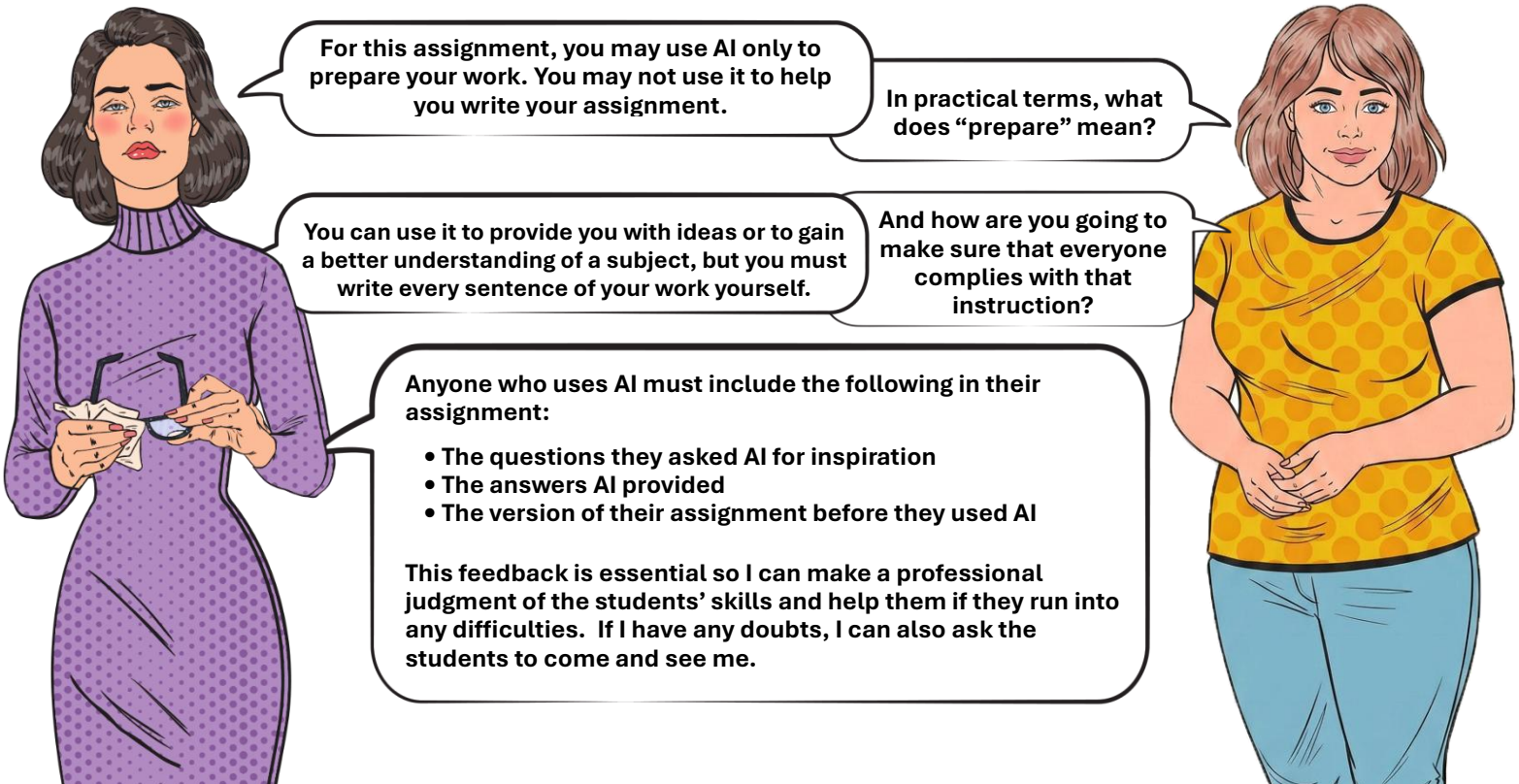
You can use AI to:

- Generate ideas
- Explore a subject to gain a better understanding of it
- Help you map out the structure of your assignment
- Provide you with examples
- Suggest ideas for reformulating your work (without reformulating the text for you)

If you use AI, you must:

- Make it clear at the beginning of your assignment that "Artificial intelligence was used to prepare this assignment"
- Indicate the sections where you resorted to AI and in what way it was used in each section
- Mention that AI was used
- Add an appendix listing the questions you asked artificial intelligence and the answers it generated that inspired your work (unless your teacher specifically states that they do not want them)

(Cabana, Côté, 2024 – translated from the French)



If using AI is permitted to help you compose or complete a task, you'll see this note:

YOU HAVE PERMISSION TO USE ARTIFICIAL INTELLIGENCE TO:

- Help you compose this task
- Help you complete this task

You may use AI-generated answers, but it's your responsibility to verify their content. ***
Check with the teacher in charge which uses of AI are permitted.

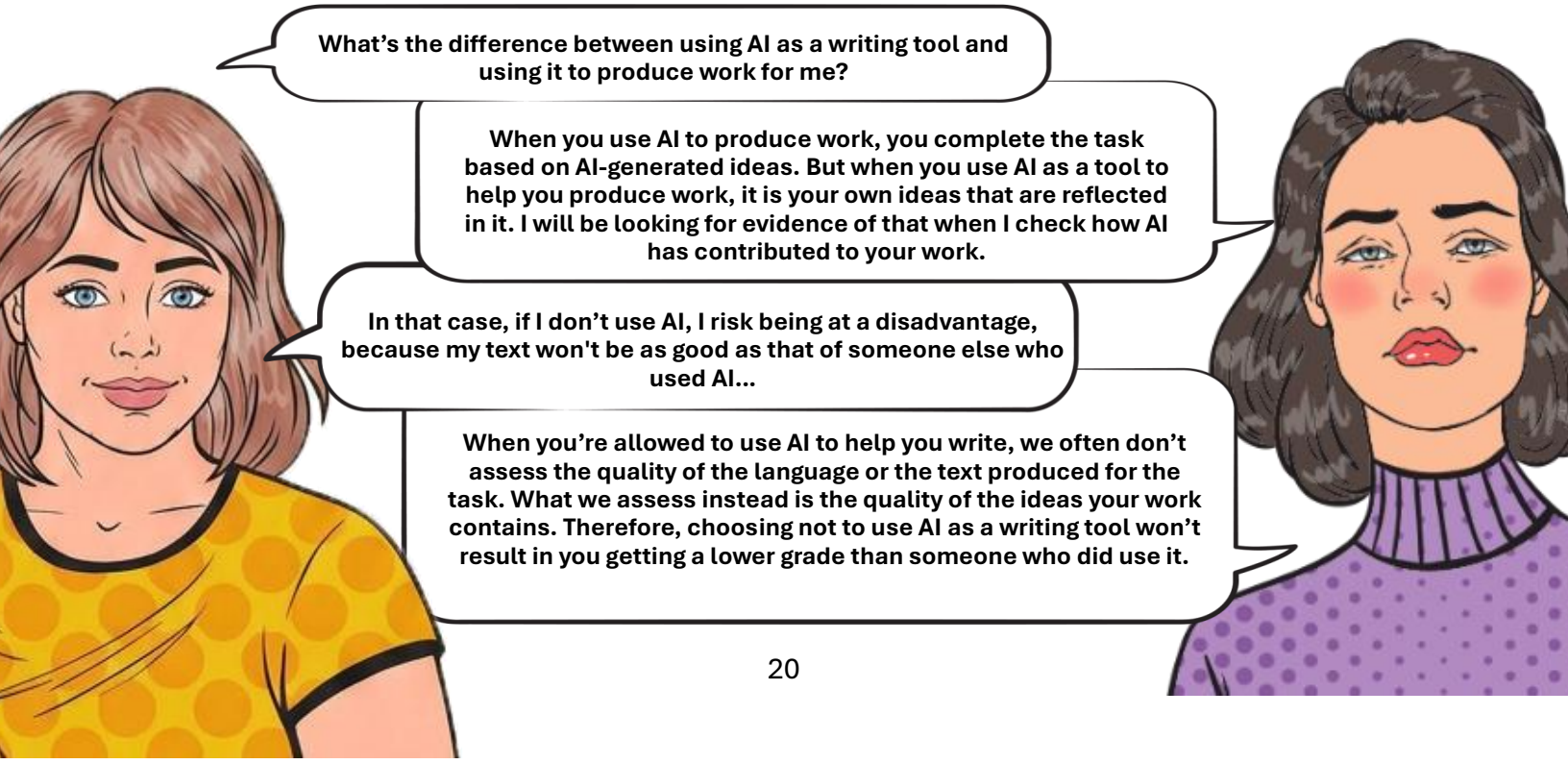
You can use AI to:

- Identify and explain your mistakes
- Reformulate a section of text
- Generate a plan to help structure your text
- Help you format your work
- Provide suggestions for improving your work

If you use AI, you must:

- Make it clear at the beginning of your assignment that "Artificial intelligence was used to help compose or complete this assignment"
- Indicate the sections where you resorted to AI and in what way it was used in each section
- Mention that AI was used
- Add an appendix listing the questions you asked AI and the answers it generated that inspired your work (unless your teacher specifically states that they do not want them)

(Cabana, Côté, 2024 – translated from the French)



If you're permitted to use AI as a writing tool or to complete part of a task, you'll see this note:

YOU HAVE PERMISSION TO USE ARTIFICIAL INTELLIGENCE TO:

- Write part of this task
- Complete part of this task

Keep in mind that when you use AI to complete parts of a task, you're responsible for checking the AI-generated content.
*** Check with the teacher in charge which uses of AI are permitted.**

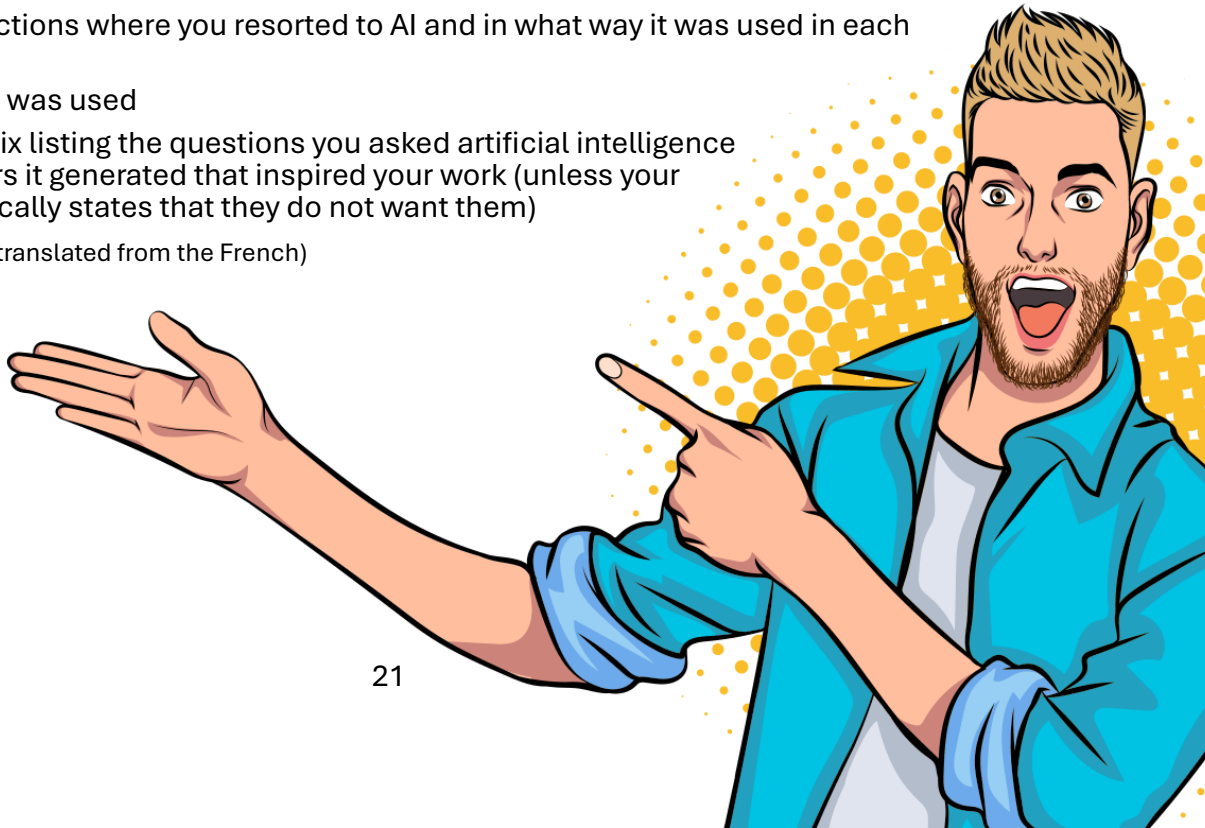
You can use AI to:

- Create a summary or an outline to include in your work
- Compose parts of a text
- Perform mathematical calculations
- Generate computer code
- Answer a question
- Reformulate your text or work
- Structure your work
- Generate images or other content

If you use AI, you must:

- Make it clear at the beginning of your assignment that "Artificial intelligence was used to help compose or complete parts of this assignment"
- Indicate the sections where you resorted to AI and in what way it was used in each section
- Mention that AI was used
- Add an appendix listing the questions you asked artificial intelligence and the answers it generated that inspired your work (unless your teacher specifically states that they do not want them)

(Cabana, Côté, 2024 – translated from the French)





However, you are not allowed to ask AI to complete the assignment for you.

- Your teachers have the right to ask you questions about your assignment to assess your understanding of the topics covered and to ensure that the work is truly your own.
- Artificial intelligence sources aren't listed in the mediagraphy because AI doesn't have intellectual property rights. That's why you have to add a statement declaring its use instead.

DOES USING AI ALWAYS MEAN YOU CAN WORK FASTER?



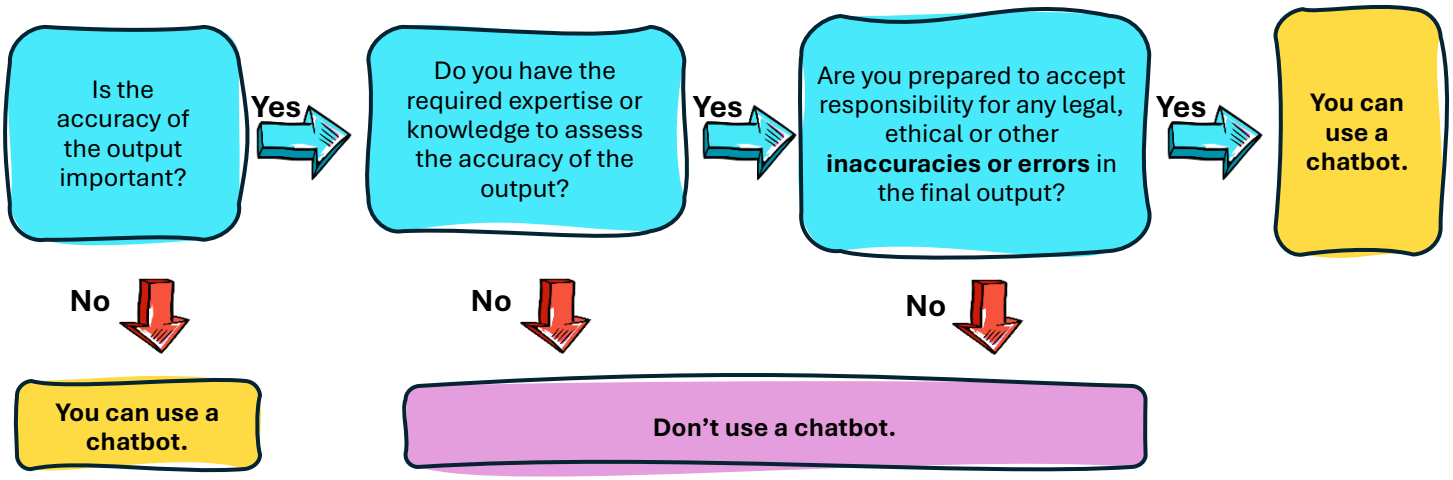
IMPORTANT!

Even when the use of generative artificial intelligence is permitted, it won't necessarily help you save time. You remain responsible for everything your work contains. That means **you need to verify the information generated by AI**.

The different AI tools available may have been trained using the best the Internet has to offer—or the worst. AI may be smart, but it can't always tell the difference between the two.

WHEN YOUR TEACHER HAS GIVEN YOU PERMISSION TO USE AI, WHEN MIGHT IT BE USEFUL FOR COMPLETING YOUR ASSIGNMENTS?

Can I use a chatbot?



Adapted from When is it safe to use ChatGPT? by A. Tiulkanov (UNESCO) / licence CC-BY 4.0

Université Laval. Bibliothèque Bureau du droit d'auteur.
Est-ce que je peux utiliser un robot conversationnel?



WHAT ARE YOUR RESPONSIBILITIES WHEN USING AI?

Keep in mind that deciding to use AI comes with responsibilities!

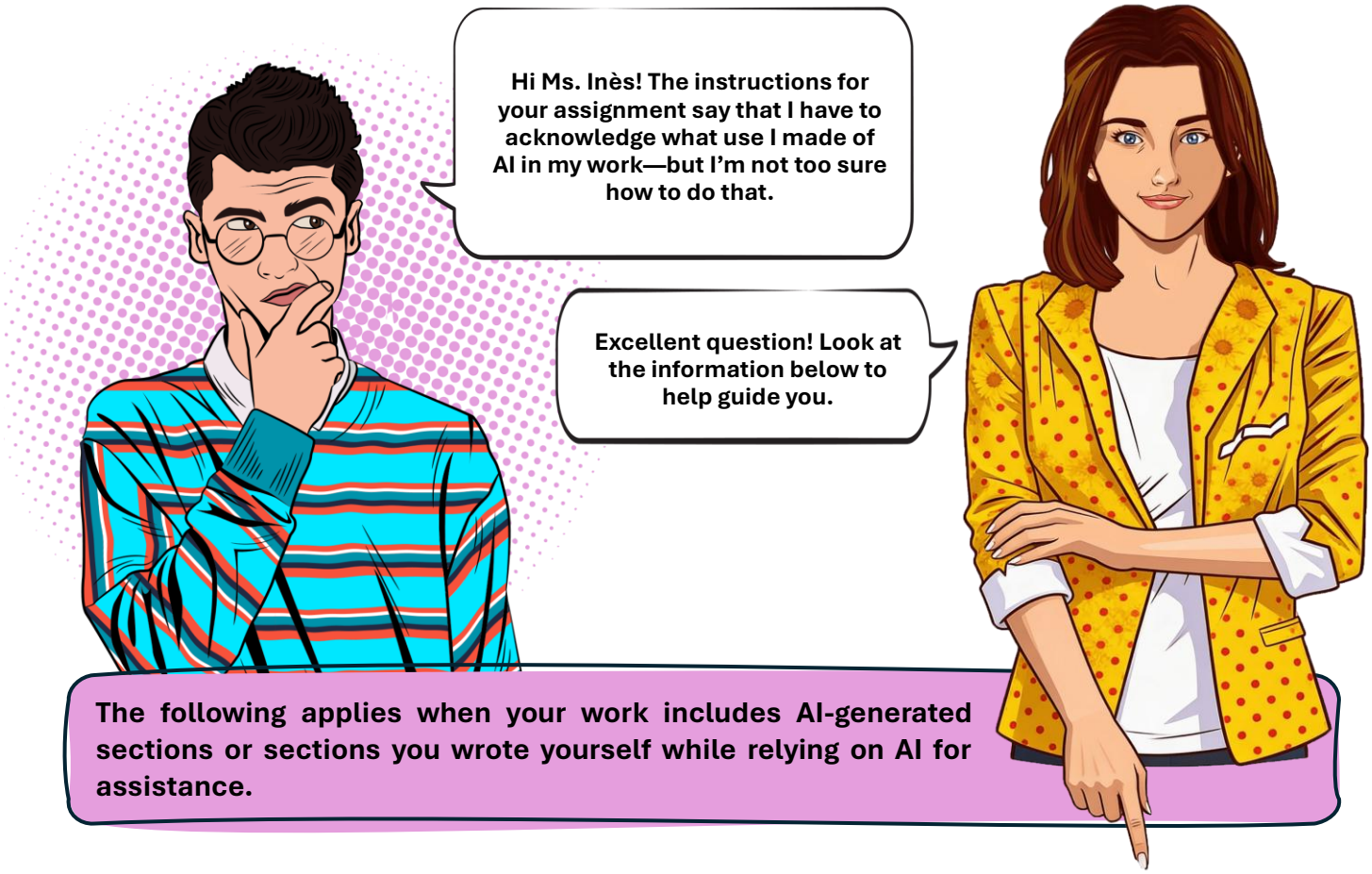
Responsibilities

- You are accountable for any mistakes or inaccuracies produced by the AI generative tools.
- You are responsible for everything you write.
- You must check all aspects of AI output and identify and correct any mistakes.
- You must state that you used AI.
- You must identify which sections of the task were AI-generated.
- You must cite the source of the ideas you used to feed the artificial intelligence system.

(Morales, 2025 – translated from the French)



HOW DO YOU ACKNOWLEDGE THAT YOU USED AI IN YOUR ASSIGNMENT?



You must insert a footnote immediately after the section for which you used AI and include the following information:

- The relevant section (the last paragraph, the introduction, page 3, etc.)
- The purpose for which you used AI (to summarize, to correct, to rephrase, to create quiz questions, to write, etc.)
- The name of the AI provider and the date of the prompt

Examples:

- I used ChatGPT 3 to revise this assignment (OpenAI, 2024).
- I wrote the *Film summary* section with the help of Copilot (Microsoft, 2025).
- I used Gemini to rephrase the preceding two paragraphs of this assignment (Google, 2025).
- I used Llamas to structure my ideas in this assignment (Meta, 2025).

In cases where you used AI for the entire document, you can add either a statement at the beginning of your work or a footnote:

Example:

Antidote and ChatGPT were used to revise and correct this text. The AI-generated suggestions were verified and approved by the author(s).

In addition to the bibliography or mediagraphy at the end of your assignment, you can include a list of the different AI tools you used (for example, ChatGPT, Copilot, or Gemini). This list—known in French as "IAgraphie," based on a concept developed by Martine Peters—should include all the AI tools you used in your document.

Examples:

- OpenAI. (2024). ChatGPT 3.5 (May 3 version)
- Google. (2025). Gemini 1.0 (June 5 version)
- Microsoft. (2025). Copilot (September 3 version)

In the appendix appended to your assignment, you must include the prompts you used to query AI, identify the section of your text for which you used it and include the AI-generated output. You must do this for every section of your assignment for which you used AI.

(Morales, 2025 – translated from the French)



And don't forget to make sure you clearly understand which AI uses your teacher permits!

We all must use AI responsibly, as it has a significant impact on the global environment. There are also ethical considerations to keep in mind when using AI. If you want to learn more, you can talk to your philosophy teachers. Handling ethical questions is one of their strong suits.



Time to check what you've learned!

Click here to go to a short quiz on this subject.

USEFUL RESOURCES (IN FRENCH ONLY)

Test your understanding by answering the questions in this short quiz:

- Questions and answers about academic integrity to check learning or lead a class discussion. [4]

Want to make sure you have a clear understanding? Go to this checklist for key points to remember about academic integrity and plagiarism.

- Checklist—observing intellectual property rights. [5]
- Plagiarism of intellectual property, cheating or fraud? How to steer clear of the trap! (complete UQTR site and self-directed learning)[6]

Want to know more about academic integrity?

The Université de Sherbrooke website has short, engaging and fun videos on the topic.



Be the proud owner of an idea that will go far

Earn a degree that is truly your own

Take ownership of your term

Tools to help you with citing sources

- Sample tool for citing other sources.
- Summary of the traditional method.
- Summary of other citation methods.
- Sample tool for citing sources APA-style for the Animal Health program.

[4] https://view.genial.ly/65ca38d10dd01e001476cf12
[5] https://view.genial.ly/63053400d095e20018bd5390
[6] https://oraprdnt.uqtr.uquebec.ca/pls/public/gscw031?owa_no_site=462&owa_no_fiche=1&owa_bottin=

Learn how to paraphrase sourced information

- Université de Montréal self-directed learning quiz.

Finding reliable sources of information

- Just because someone wrote it down doesn't make it true!
- To plan your information search, you can also check out this link.

Using a tool for citing sources

- Video on using Zotero and efficient information searches.
- Video presentation.

Learn more about Creative Commons licences

- About Creative Commons licences



MEDIAGRAPHY

Cabana, M. et Côté, J.-A. (2024). Balises d'utilisation des outils d'intelligence artificielle générative. Service de soutien à la formation, Université de Sherbrooke. Balises d'utilisation des outils d'IAg - Service de soutien à la formation - Université de Sherbrooke

Cégep de Sainte-Foy. (s.d.). *Outil de présentation des travaux : L'importance de citer ses sources.* https://sites2.csfoy.ca/presentationtravaux/accueil/limportance-de-citer-ses-sources

Cégep de St-Félicien. (s.d.) *Connaissez-vous vraiment le plagiat ? Développez vos connaissances au sujet de l'intégrité intellectuelle.* https://view.genially.com/65d78b35d31bf600147a7bfc

Cégep de St-Félicien. (s.d.). *Aide-mémoire, Le respect de la propriété intellectuelle*. https://view.genial.ly/63053400d095e20018bd5390

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Collège Montmorency. (s.d.). *Intégrité intellectuelle à l'ère de la COVID-19*.

Sonya Morales, LL.D. Bureau du droit d'auteur, Bibliothèque de l'Université Laval. *Quelle est la place du droit d'auteur dans la création artificielle : un aperçu des enjeux de propriété intellectuelle.* Extrait du Tiré à part remis lors de la présentation du 6 mars 2025, dans le cadre de la Communauté de pratique sur l'intégrité académique (AQPC)



Profweb. (2020). *Guide sur le plagiat et l'intégrité intellectuelle.* Guide sur le plagiat et l'intégrité intellectuelle (profweb.ca)

Université Laval. (2023). *Comprendre et éviter le plagiat*. Plagiat | Étudiants actuels | Université Laval (ulaval.ca)

Université du Québec à Trois-Rivières. (s.d.). *Plagiat, tricherie ou fraude ? Comment éviter le piège!* Accueil - Plagiat, tricherie ou fraude ? Comment éviter le piège! - UQTR (uquebec.ca)

Université de Sherbrooke. (s.d.). *Intégrité intellectuelle*. Intégrité intellectuelle — Étudiants — Université de Sherbrooke (usherbrooke.ca)




BAM!