


Institute Procedural Guidelines for Dealing with Instances of Plagiarism in Assignments and Examinations		
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Institute Procedural Guidelines for Dealing with Instances of Plagiarism in Assignments and Examinations

Revision History

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01	01 September 03	Conversion of OP149	Lisa Whelan
02	30 December 2003	Inclusion of reference to apprentice learners	Diarmuid O'Callaghan
03	17 June 2013	Policy update. For adoption by AC	AC working group
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1. Purpose

The purpose of this document is to define the procedures to be adopted in dealing with instances of plagiarism in assignments and examinations of the Institute.

2. Scope

This policy applies to all students of the Institute, including undergraduate students and postgraduate students. This policy refers to all assignments and examinations conducted by the Institute including continuous assessment examinations, written examinations, aural and oral examinations, and projects submitted as part of course work. It also includes all parts of theses or other assignments submitted as part of postgraduate programmes either taught or by research.

3. Definitions

Plagiarism: Plagiarism is defined as representing someone else's ideas or work as one's own. It is defined by the act, not the intention at the time. Normally, this involves using someone else's work without giving acknowledgement to the source of information. It is also plagiarism to alter the form and context of the work to conceal the source or to submit work which has been already submitted for credit in another module.

Normal use of others work: Students are expected to use other people's works and ideas. For example, by reference to books, journal articles or use of computer programmes. However, they must accurately refer to sources of information used. In the case of project work, this could include reference to similar projects undertaken by students in the past. In the case of group work it is assumed that each student has contributed to the submission. In the case of scholarly work of others', it includes correct citation and referencing of the source of the material.

4. Reference

- 3AS04 Examinations: Student information
- 3AS05 Examination Regulations
- 3SS04 Student Disciplinary Procedures
- 3AS10 Examination script inspection, and result recheck, review and appeals procedure
- 3AS24 Examination regulations for learners of phase 2, 4 and 6 apprentice trades
- 3AS06 Academic programme assessment policy and procedure
- 3SS09 Student appeal procedure
- 4FAS19 Request to amend examination broadsheet

5. Policy

- Plagiarism is a serious academic offence that must be avoided by all students.
- Students found to commit plagiarism may be subject to Institute disciplinary procedures.
- In the first instance it is the responsibility of the Lecturer who has become aware of the suspected plagiarism to check whether the student has been subject to sanction for plagiarism previously. For this purpose each Head of Department will maintain a record of incidences of plagiarism in their department. (See Appendix 2)
- If there has been any previous record of plagiarism by the student concerned then the matter should immediately be raised to Level 2 at which the Course Tutor and/or Course co-ordinator will be formally involved. (See Section 6 below)

Level 1 Procedure

- Where there has been no previous record of plagiarism by the student concerned then the Lecturer who has become aware of the suspected plagiarism should discuss the issues involved with the student and use their own judgement in deciding the most appropriate sanction to impose. At this initial stage the most serious sanction which can be imposed is to award a zero grade for the work involved (Level 1, Appendix 1).
- Should the Lecturer deem it appropriate they can decide to raise the issue immediately to Level 2. (Level 2, Appendix 1)
- Irrespective of the sanction imposed the student should be informed in writing that the incident has been formally noted by the Head of Department.
- The appropriate information in relation to the incident should be provided to the Head of Department for recording purposes. (Appendix 2)
- Should the student disagree with the proposed sanction then a formal process of enquiry will be initiated by the Lecturer in charge of the assessment task. The enquiry process is described at Section 6 below (Levels 2, 3 and 4 of Appendix 1)
- Where deemed appropriate, outcomes of plagiarism investigations will be brought to the next examination board meeting for consideration as part of the examination result ratification process. (Levels 2, 3 and 4 of Appendix 1)
- If evidence of plagiarism is established after the final examination board has agreed results, the award can be amended or withdrawn following investigation. Form 4FAS19 is used to record such changes after the formal examination board meeting.
- The student has the right to appeal the outcome of any decision relating to plagiarism, using the recognised student appeal process (3SS09).

6. Procedure for investigating suspected case of plagiarism

The following procedure should be adopted in instances where the student disagrees with the initial Level 1 outcome decided by the Lecturer involved.

Level 2 Procedure

- The Lecturer will provide the evidence of plagiarism to the Year Tutor or Course Co-ordinator. (Where the Lecturer is also the Tutor and Co-Ordinator, he/she should request the assistance of a Tutor or Co-Ordinator from a different course)
- The student will be requested by the Year Tutor/Course Co-ordinator to attend a formal meeting to discuss the issues involved.
- Prior to the meeting, the student will be informed in writing as to the nature of the issue to be discussed at the meeting, that the Year Tutor/Course Co-Ordinator and Lecturer will be in attendance, and that the student will be informed as to their entitlement to have a representative from the Students Union or any person of their choice attend the meeting also.
- If the student accepts at that meeting that they have plagiarised then the staff members involved may apply a Level 2 penalty as appropriate. (Level 2, Appendix 1)
- A record of the meeting must be recorded by the Year Tutor/Course Co-Ordinator and circulated to the Lecturer, the Head of Department, the student and their representative.
- If the student does not attend the meeting, then the matter will be referred to the Head of Department for further investigation and Level 3 sanctions may apply.

Level 3 Procedure

- If, at the Level 2 meeting, the student refuses to admit to plagiarism, the matter will be referred to the Head of Department to decide if further investigation is required. At this point Stage 1 and 2 of the college disciplinary procedures may be applied (Level 3, Appendix 1).
- It will be the responsibility of the Head of Department to maintain a record of all incidences of plagiarism notified to them by Lecturers. The record of plagiarism maintained by the Head of Department will be available to all academics in the Department for reference where required on a need-to-know basis. (Appendix 2)
- If the matter cannot be satisfactorily resolved by the Head of Department, or the student refuses to engage with the process in a reasonable way, the issue will be escalated to the Registrar. It will be addressed using normal Institute Disciplinary processes at that stage. Records of the action at this stage will be in line with normal processes relating to a disciplinary case. (Level 4, Appendix 1)

Appendix 1

Process Levels

Level 1	Lecturer involvement (Informal Stage)	<p>The Lecturer will decide on the most appropriate sanction to impose following appropriate consultation with the student(s) involved. Such sanction will be at the discretion of the Lecturer involved and may consist of one of the following:</p> <ul style="list-style-type: none"> - The student may be asked to re-submit the work - The mark awarded for the work may be reduced or a zero grade may be awarded <p>The outcome will be notified to the Head of Department who will record the incident. (Appendix 2)</p> <p>Should the student concerned have been found to have plagiarised work in the past then the matter should be immediately raised to Level 2.</p>
Level 2	Lecturer, Year Tutor and/or Course Co-ordinator involvement	<p>Formal meeting with the student to be arranged by the Year Tutor/Course Co-ordinator.</p> <p>A record of the meeting must be recorded by the Year Tutor/Course Co-Ordinator and circulated to the Lecturer, the Head of Department, the student and their representative.</p> <p>The sanction which may be imposed at this level may consist of one of the following:</p> <ul style="list-style-type: none"> - The student may be asked to re-submit the work - The mark awarded for the work may be reduced or a zero grade may be awarded <p>The student will be asked to formally indicate that they accept the sanction proposed.</p> <p>The outcome will be notified to the Head of Department who will record the incident.</p>

		<p>At this stage the academics involved may also determine that a zero grade should be awarded for the module as a whole. The student will be informed of this decision and in such cases the matter must be escalated to Level 3 and the Head of Department must be formally involved in the imposition of such a sanction.</p> <p>The decision of this stage may also be to escalate the issue to Level 3 to the Head of Department for their consideration.</p>
Level 3	Requires Head of Department involvement	<p>Where the decision at Level 2 is to award a zero grade for the module as a whole, then this decision must be ratified by the Head of Department.</p> <p>Should the student disagree with the outcome of the Level 2 proceedings then the matter will be referred to the Head of Department for the institution of Stage 1 or Stage 2 of the disciplinary procedures (3SS04)</p>
Level 4	Requires Registrar involvement	Refer to disciplinary procedures (3SS04)

Appendix 2

In each case where plagiarism has been determined the following information should be recorded by the Head of Department:

Student Number
Student Name
Course Code
Year of Course
Module Code
Lecturer Name
Sanction imposed
Date imposed
Summary of plagiarism incident

Useful resources

<https://ilrb.cf.ac.uk/plagiarism/tutorial/index.html>

<http://itblibrary.blogspot.ie/2011/10/worried-about-plagiarism.html>

http://issuu.com/lastudio/docs/11202_itb_handbook_issuu/search?q=plagiarism

<http://www.plagiarismadvice.org/>