



PLAGIARISM POLICY– STUDENT GUIDE

This guide should be read in conjunction with the [UCD Student Plagiarism Policy](#)

WHAT IS PLAGIARISM?

Plagiarism means using the work of others without acknowledging the original source. This includes presenting the ideas, theories, concepts, methodologies or data from the work of another person (including other students, friends, family, or purchasing work from a third party) without acknowledgement and appropriate citation. Plagiarism can occur in any form of work you may be asked to do at University, this includes essays, projects, digital work, music, language assessments, images and video recordings. A full definition of plagiarism can be found in the [UCD Student Plagiarism Policy](#).

The [UCD Student Code of Conduct](#) states that **Academic Integrity** is a *fundamental principle underpinning all academic activity at UCD*. It's important that you uphold your own academic integrity and that of the University. Studying at university provides an opportunity to develop your critical thinking skills, engage with academic knowledge and demonstrate the extent of your reading. Plagiarising the work of others undermines your own learning experience and devalues the hard work of others.

EXAMPLES OF PLAGIARISM

Plagiarism may include, but is not limited to:

- Failing to cite and acknowledge sources properly.
- Making minor changes to text or paraphrasing from sources like the internet, journals and books, and presenting this as your own words.
- Working collaboratively with other students but presenting the work as solely your own.
- Presenting work for an assignment which has also been submitted (in part or whole) for another assignment at UCD or another institution. This is known as 'self-plagiarism'.
- Buying assignments from companies such as 'essay mills' is never permitted and is a serious breach of the University's Student Plagiarism Policy and the Student Code of Conduct.

See section 2 of the [UCD Student Plagiarism Policy](#) for further examples.

WHY DOES PLAGIARISM MATTER?

Submitting plagiarised assignments means that you will gain credit that you do not deserve. If you obtain a degree through submitting plagiarised work, it means that your qualification does not represent your own knowledge and skills and is a form of fraud. While it might seem less serious than the theft of physical property, plagiarism is also the theft of the ideas (intellectual property) of others.

Under the Student Code of Conduct plagiarism is a category of academic misconduct. Suspected plagiarism may be referred to your School Plagiarism Committee and may lead to disciplinary action.



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WHAT IS THE UCD STUDENT PLAGIARISM POLICY?

In addition to the definition of plagiarism, the [UCD Student Plagiarism Policy](#) guides academic staff on their roles and responsibilities regarding student plagiarism, and provides a framework for dealing with suspected instances of plagiarism. It is important that you familiarise yourself with this policy. Schools will also provide plagiarism protocols.

HOW IS PLAGIARISM DETECTED?

The University uses plagiarism detection software, but often examiners will also be able to detect plagiarism through observing changes in writing styles or the variation in the quality of particular portions of an assignment. Poor and incorrect citation will also be easily noted by examiners.

WHAT HAPPENS IF PLAGIARISM IS SUSPECTED?

Module Coordinators will take account of the context and nature of each case, and may take any of the following actions:

- Discuss directly with the student to determine the facts of the case
- Provide, or arrange that the student receives one-to-one advice about academic integrity and avoiding plagiarism
- Refer the student to the UCD Library or the Writing Centre for guidance on good writing practices and avoiding plagiarism. The grade awarded is likely to reflect poor academic practice.
- Refer the case to the School Plagiarism Committee as an alleged case of plagiarism.

Where cases are referred, the Module Coordinator will provide the School Plagiarism Committee with a short report outlining the grounds of suspicion, a copy of the piece of work and any supporting evidence. See Plagiarism Procedure below.

WILL PLAGIARISM APPEAR ON MY RECORD?

Where School Plagiarism Committees find that plagiarism has occurred it will be recorded on a central university Plagiarism Record System. When a decision that plagiarism has occurred has been made, a School Plagiarism Committee may refer to the system to check whether a student has previously plagiarised. This information can be used to determine outcomes regarding penalties.

Records relating to student conduct are held separately to the general student record and do not appear on transcripts. Access to such records is limited to staff members that require the information for the purpose of applying the Student Plagiarism Policy and Student Discipline Procedure. Anonymised statistical data relating to plagiarism will be collated and reported to the University.



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PLAGIARISM PROCEDURE

The procedure used by the University for dealing with suspected cases of plagiarism is detailed in-full in sections 7-9 of the [UCD Student Plagiarism Policy](#), also see the [plagiarism policy flowchart](#)

School Plagiarism Committee

- You will be informed if your work has been referred to the School Plagiarism Committee for review.
- You will be invited to a meeting to discuss the alleged plagiarism. It is important that you attend this meeting because the committee wants to hear your response to the allegation of plagiarism.
- You can be accompanied by someone to support you at the meeting such as a student adviser, friend or member of the SU.
- Where an allegation is of extensive plagiarism, the committee may refer the matter directly to the Student Discipline Procedure, without a meeting or any decision.
- If you do not engage with the School Plagiarism Committee's attempts to make arrangements to meet you, the committee may choose to make a decision in your absence.
- The committee may take into account extenuating or mitigating circumstances when making decisions.

Decisions of the School Plagiarism Committee

The School Plagiarism Committee may decide that:

- Plagiarism has not occurred.
- Plagiarism has occurred, and you may be permitted to:
 - resubmit a component assessment, incurring a late submission penalty.
 - resubmit a component assessment and the grade be capped/reduced.
- Plagiarism has occurred and the grade for the component assessment may be further capped or reduced, without the opportunity to resubmit.
- The alleged breach should be referred, without decision, to be dealt with under the Student Discipline Procedure.

In cases where it is determined that plagiarism has taken place the [UCD Plagiarism Tariff](#) is used by the committees to guide decision-making on penalties.

Student Discipline Procedure and Penalties

Where cases of alleged plagiarism are referred to be dealt with under the [Student Discipline Procedure](#) a Student Conduct Meeting will be arranged and the steps set out in section 5 of the procedure will be followed. A possible outcome of this meeting is referral to a Student Disciplinary Committee Hearing. Penalties are detailed in sections 5.5 and 7 of the Student Discipline Procedure. Student disciplinary committees may decide to impose any penalties available to them under the Student Discipline Procedure appropriate to the nature of the breach of the Student Code of Conduct. In addition to academic penalties, formal reprimands, fines and suspensions are available. Students may appeal decisions relating to allegations of plagiarism on specified grounds. See [Student Appeals Procedure](#).

TIPS FOR AVOIDING PLAGIARISM

The UCD Library provides some very helpful resources on academic integrity and avoiding plagiarism. Here are the Library's top 5 tips. See their website for plagiarism tutorials and further guidance

<https://libguides.ucd.ie/academicintegrity/avoidplagiarism>



1. Acknowledge all sources. If using information from others, indicate where it came from in your text and reference using a citation style.



2. Record where all quotes or new ideas come from when making notes in preparation for assignments.



3. Paraphrase correctly; express the information of others in your own words, along with an in-text your citation and reference.



4. Quote correctly; when directly quoting from a text include appropriate quotation marks or indentation. Include a reference at the end. (See your [School's Style Guide](#) for details)



5. Check your School's preferred [citation style](#). Keep the style guide to hand when writing assignments so you can include in-text citations and references in the correct format.