Student Plagiarism Policy 2020

Process Map for School Investigation Procedure

Academic integrity is an essential value of the University as it underpins all academic activities.
Suspected instances of student plagiarism in a module assessment should be reviewed within the School(s)* and a determination made as to whether the matter may be addressed at School(s) level or whether a referral to the University Discipline Procedure is required.

* For the purpose of this policy, any academic unit offering modules is referred to as a School

Legend:
- Start / end
- Process
- Referral
- Outcome / decision

Before submission of assessments students receive advice and guidance on correct citation and referencing, on avoiding plagiarism, and on the potential consequences of plagiarism being identified in assessed work.

An Examiner or Module Coordinator suspects plagiarism in a student's assessment
If the Examiner is not the Module Coordinator s/he consults the Module Coordinator

The Module Coordinator initiates the plagiarism procedure ± direct discussion of the case with the student ± consultation with the School Plagiarism Adviser (if appointed).

Poor academic practice is determined → The Module Coordinator provides, or arranges that the student receives, advice about correct citation and / or refers the student to the UCD supports* for advice and guidance on good writing practices and plagiarism avoidance

Plagiarism is alleged. The Module Coordinator informs the student that their assessment is under scrutiny as an alleged case of plagiarism.

The Module Coordinator refers the case to the School Plagiarism Committee, with a short report outlining the grounds of suspicion, a copy of the piece of work and any supporting evidence

The student is informed, by the Module Coordinator, through their UCD email address,
a) that their assessment is under scrutiny as an alleged instance of plagiarism by the School Plagiarism Committee, and b) of sources of support, such as those provided by the Student Advisers and/or the Students' Union

The School Plagiarism Committee evaluates the case and decides whether plagiarism has taken place or not

If there was a previous breach, a judgement is made on whether to handle recurrence at School level or whether it should be referred to discipline.

Decision: Plagiarism has not occurred. The assessment component grade stands. No record is made on the Plagiarism Record System

The student is invited to meet the School Plagiarism Committee to discuss the allegation
If the student does not respond or attend, following reasonable efforts to accommodate the student, the meeting will proceed in their absence

New evidence

Decision: plagiarism has taken place

Direct referral (without decision) to Discipline; e.g. serious first instance, or second or subsequent incidence, of plagiarism, or significant plagiarism in heavily weighted assignments.

Extenuating or mitigating circumstances may be considered after the decision has been made

The student receives a verbal or written warning, is directed on how to receive advice about academic integrity, and a record of the case is made in the Plagiarism Record System.

In addition the committee may:
- permit the student to re-submit the assessment component, a) incurring a late submission grade penalty, or b) direct that the grade be further capped or reduced**, or
- c) direct that the grade be further capped or reduced** without the opportunity to resubmit the assessment.

**the committee will be guided by a University-approved Tariff

The School Plagiarism Committee
a) refers the alleged instance, **without decision**, for resolution under the University Student Discipline Procedure.
b) prepares and sends a short report
c) informs the student of referral
d) advises the student of the supports available to them
The facts and outcome of the case are recorded and a case summary added to the Plagiarism Record System.

The student and Module Coordinator are informed of the outcome (the decision ± penalty) by the School Plagiarism Committee. The outcome of the case is recorded on the Plagiarism Record System

The student can appeal an **outcome (decision and/or penalty)** of the School Plagiarism Committee to the University Student Appeal Procedure