

Plagiarism Policy:

Any reference to examinations in this document includes continuous assessment, written examinations, presentations etc.

Plagiarism is a major offence in the College and carries grave consequences. It constitutes a serious breach of examination regulations.

The policy and procedures with regard to plagiarism are published in the student handbook (available on the student share drive) and are also available on the 'Student Downloads' section of the College website.

Plagiarism is the use, or close imitation of, the language and thoughts of another person's work and the representation of them as one's own original work. Within academia, plagiarism by students is considered academic dishonesty or academic fraud.

Students must cite accurately, the sources of all quotation, paraphrases, summaries, tables, diagrams and any other material which has been used from the work of others. The referencing systems to be used for written assignments are published in the student handbook. Departments may have specific referencing systems which students are required to adhere to.

In addition, students are required to provide a complete bibliography of all works and sources used in the preparation of all assignments, essays, projects, presentations etc.

A signed declaration, stating that the material submitted is entirely the work of the student, and has not been taken from the work of others, except where this has been acknowledged, must accompany each piece of work presented for examination. Assignments are not acceptable without this signed declaration. In the case of a group assignment, it is the responsibility of each student to ensure that the work submitted for assessment is their own work. The onus is on the student to retain a copy of their assignment, for reference.

The onus is on each student to ensure that they are familiar with the College policy on plagiarism. Students who have queries regarding this policy are urged to seek clarification from a member of academic staff.

Each Head of Department will encourage academic staff to promote academic integrity in their Department and ensure that they are adequately briefed to provide clarification to students with regard to plagiarism.

The Head of Department will report all incidents of plagiarism to the Registrar's Office. Records of offences will be retained on the student record system and on the student's file.

Where there is suspicion of plagiarism, an investigation will be undertaken to establish the extent of the plagiarism and to establish whether the offence is considered a 'minor' or 'major' offence.

A 'minor' offence shall be defined as a **first** offence where:

- a) there was poor or inaccurate citation or referencing
- b) the plagiarism constitutes only a small part of the work submitted
- c) the student unknowingly committed an act of plagiarism

The Head of Department will request the Registrar to consult the student's file to establish if this offence is the student's first offence.

When the facts of the case have been established an assessment will be made by the Head of Department as to how the matter may be resolved. If the Head of Department is satisfied that the offence is 'minor' he/she may decide that it should be resolved within the Department. The student will be requested to meet with the Head of Department. He/She will be presented with the suspected plagiarised material and any supporting documentation and permitted to respond to the allegation. The student will be advised on how to avoid plagiarism in the future. One of the following sanctions may be imposed:

- a) the student may be required to resubmit the assignment, or an appropriate alternative assignment with or without further penalty.
- b) the student will be afforded another opportunity to submit the work or an appropriate alternative assignment which will be marked on a pass/fail basis.

A 'major' offence shall be defined as:

- one where large parts of an assignment have been taken from another source without adequate referencing.
- presenting material which has been produced collaboratively and representing it as one's own.
- copying another person's work with or without their consent unless the work is attributed to them.
- producing work which has been written by another person
- knowingly permitting another student to present your work as their own.
- a second offence
- one which involves a final year student or a postgraduate student.

The Head of Department will request the Registrar to consult the student's file to establish if this offence is the student's first offence.

In this instance, the Head of Department will refer the matter to the Registrar who will then contact the student in writing detailing the alleged offence, copies of the plagiarised material and any supporting documentation will be provided to the student. The student may be requested to attend a meeting with a Disciplinary Committee. The student will have the right to be accompanied to this hearing by one other person. The facts of the case will be presented to the student who will have an opportunity to respond to the allegation and to either accept or deny responsibility.

Where the Disciplinary Committee is satisfied that the offence occurred they may recommend that:

- a) the student will be afforded another opportunity to submit the work which will be marked on a pass/fail basis.
- b) the student will be awarded 0 marks for the assignment with no further submission permitted
- c) Exclusion from the module for at least one academic year.
- d) Exclusion from the programme.

The Disciplinary Committee may impose sanctions other than those above or in addition to those above which it deems appropriate.