

Plagiarism

Policy and Procedures

		This policy is effective from	<u>November 2006</u>
Approval body	<u>Academic Council</u>	Approval date	<u>November 2006</u>
Owner	<u>Head of Academic Affairs</u>	Next review date	<u>June 2018</u>

1. Definitions

- 1.1. Plagiarism is defined as presenting someone else's work, writing or ideas as one's own.
- 1.2. Plagiarism can take many forms:
 - 1.2.1. presenting work authored by another person, including other students, friends, family etc.
 - 1.2.2. presenting work purchased through Internet services
 - 1.2.3. presenting work extracted from books, magazines or the Internet, without appropriate citation.

2. Types of Plagiarism

- 2.1. The most serious forms of plagiarism are:
 - 2.1.1. **Word-for-word plagiarism:** Direct lifting of phrases or passages from the Internet or published texts without quotation or citation.
 - 2.1.2. **Plagiarism of authorship:** Putting one's own name to someone else's work.
 - 2.1.3. **The Falsification of Research Findings:** Fabricating statistics or interviews which are not the results of research carried out by the student.
 - 2.1.4. **Receiving undue help from someone other than one's tutor:** Getting undue help from another person, including friend or family member.
 - 2.1.5. **Online Essay Banks:** The use of internet sites to purchase essays or thesis material.

3. Policy

- 3.1. Plagiarism is a serious academic issue and all alleged instances of plagiarism will be fully investigated through the appropriate faculty.
- 3.2. When the tutor returns the submission to the student, the tutor and student will discuss the sources used by the student and the tutor will raise any concerns about plagiarism.
- 3.3. The tutor and the Head of Department/Faculty will meet with the student (who may be accompanied) to discuss the alleged offence.

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V2	N/A	Kilian O'Callaghan	New template, same content

- 3.4. If plagiarism can be substantiated, the matter will be referred to the Plagiarism Committee. This Committee will comprise the Head of Faculty of Visual Culture, the Head of Faculty of the relevant studio area, and the Registrar.
- 3.5. The Plagiarism Committee will convene a meeting with the student concerned, who may be accompanied should s/he wish.
- 3.6. If the case is proven, the Plagiarism Committee will decide on what penalty should apply. The following guidelines are appropriate:
 - 3.6.1. If the student admits the offence, and it is the first offence, the student will be required to re-present an essay on the same topic, or an alternative topic, by 1st May or 1st September, and will be fined a sum of €100.
 - 3.6.2. If the student denies that plagiarism has taken place, the student will be given opportunity to present his/her case in whatever format and with whatever assistance the student deems appropriate.
 - 3.6.3. If the offence is a repeat offence, the Committee can recommend any or all of the following:
 - 3.6.3.1. Re-submission of the essay, including a fine of up to €500, where the maximum grade possible will be a pass mark.
 - 3.6.3.2. Exclusion from the module with a need to repeat in the succeeding year.
 - 3.6.3.3. Exclusion from the programme with a need to repeat in the following year.
 - 3.6.4. In all cases, the Plagiarism Committee shall take the attendance by the student on the course into consideration.
 - 3.6.5. In all cases, students who have been found to have plagiarised work will be required to attend the Writing and Research Skills Services operated in the College.
 - 3.6.6. In all cases, where plagiarism has been proved or admitted, the case will be detailed on the student's file retained in the Registrar's Office.