

DCU Plagiarism Policy

June 2010

Version 2: Approved by Academic Council on 9 June 2010

Amendment 1: Second paragraph in section 5 added on 22nd June 2009 on foot of Academic Council recommendation.

Amendment 2: Addition to second bullet point in section 4.2 on foot of University Standards Committee recommendation.

Updated December 2011 with new hyperlink to Library Guides

1. What constitutes plagiarism

Dublin City University defines plagiarism as follows: it is the deliberate act of taking and using another person's work as your own. It includes absent references, reproducing the work (even with small changes) of another, taken from books, journals, articles, TV programmes, the Internet, lecture notes and so on. It also includes self plagiarism, i.e. submitting own work for more than one assessment, copying another person's work, with or without his/her consent. Also included is collusion where a group of people collaborate or collude to present an assessment or a substantial part thereof, when the examiner required individual research and outcome. Academic work of a poor standard should not be confused with plagiarism and may be addressed through appropriate marking, otherwise the procedure outlined in Section 3 below should be followed.

2. Procedure for submitting assessments

- A. Lecturers in ALL modules must explain plagiarism when discussing projects and assignments. First-year first-semester course documentation, as well as Post-graduate course documentation (taught or research) will recommend the Library's guide to referencing which is available at http://www.library.dcu.ie/help_and_support/guides.shtml and/or the appropriate referencing system required by the discipline.
- B. Assessments will not be accepted without a signed copy of the University's Declaration on Plagiarism [see *Appendix A*]. Student/s who do not include such a Declaration will be required to resubmit according to the School module assessment procedures with a signed University's Declaration on Plagiarism form. In the meantime, the work will not be marked.
- C. Where assessments are made available for on-line or electronic submission, the University's Declaration on Plagiarism [see *Appendix A*] will be published on the assignment submission page.

3. Reporting cases of alleged plagiarism

(The following text on the process for dealing with alleged plagiarism is outlined in the flow chart in Appendix B)

If the lecturer to whom the assignment is submitted is satisfied that there is a case to answer, he/she must report in writing to the designated School staff member (e.g. Programme Chair, School Teaching and Learning Convenor etc.)

The report must include:

- A. The relevant texts (dissertations, essays, code, diagrams, video, audio, web pages, etc.), including a web link for Internet sources.
- B. A brief textual analysis, for example, substantial portions of identical text from the assessments of two different students, or from an academic work and the student's assessment. The analysis must also contain examples of absent/misleading referencing if present.
- C. An estimate of the proportion of the text that the lecturer/module coordinator has demonstrated to be plagiarised.

Any alleged plagiarism offence may be referred directly to the [University Disciplinary Committee](http://www.dcu.ie/info/regulations/committee.shtml). (<http://www.dcu.ie/info/regulations/committee.shtml>). In a case of a first alleged plagiarism offence an interview may be set up with the student and the School representative(s) to allow the student/s concerned to discuss the alleged plagiarism.

In the case of a second plagiarism offence i.e. where a student has already been sanctioned at School or University level, his/her case will be immediately referred to the [University Disciplinary Committee](http://www.dcu.ie/info/regulations/committee.shtml). Notification of such action must also be sent to Associate Dean of Teaching and Learning/Education at Faculty level for noting at Faculty Teaching and Learning Committee (notification of final outcome must also be sent by the School representative). If the allegation of plagiarism is not upheld at Disciplinary Committee all records of the alleged instance are erased

All communication with the student will be recorded and copies retained by all relevant parties.

4. Student interview process

4.1. Student interview

Where an interview has been arranged, the student should be informed that, if they wish, they can forego the meeting with members of the School and go directly to the University Disciplinary Committee, bypassing local procedures. The student concerned should be also informed of his/her entitlement to bring an observer to the interview.

If a student wishes to seek active representation, e.g. a Solicitor, the matter will immediately be referred to the University Disciplinary Committee.

At interview, the general concept of plagiarism and the defects of the text in question should be explained. Students must be given ample opportunity to explain the similarity in the texts and to outline any extenuating circumstances.

4.2. Local penalties

Following the interview the local penalties available are:

- If the allegation of plagiarism is not upheld, all records of the alleged instance are erased.
- If the allegation is upheld, local penalties may include:
 - a zero mark for the assignment and/or a requirement to repeat the assignment.
 - a zero mark for the overall Continuous Assessment component and/or a requirement to repeat the assignment
 - a zero mark for the module and the requirement to repeat the moduleThe full implication of the penalty must be clarified to the student including any implication for progression and/or award

A record of sanction must be kept at Faculty level. Notification of sanction must be sent to the Associate Dean of Teaching and Learning/Education for noting at Faculty Teaching and Learning Committee. Where the allegation of plagiarism is upheld at local level, a 'flag' will be added to the centrally-held student record to ensure that should a second event occur of this nature, even if in a different School or Faculty, the first incident would be visible.

- If the interviewing panel (minimum of lecturer involved and School representative) believes that the range of available local sanctions are not sufficient with regards to the extent of the alleged plagiarism, the matter will be referred to the University Disciplinary Committee and record of action kept at Faculty level. Notification of such action must also be sent to Associate Dean of Teaching and Learning/Education at Faculty level for noting at Faculty Teaching and Learning Committee (notification of final outcome must also be sent by the School representative). If the allegation of plagiarism is not upheld at Disciplinary Committee all records of the alleged instance are erased

4.3. Outcome and right to appeal

Students should be informed of the decision promptly both orally and in writing and should be informed at this stage that they have the right to appeal the sanction imposed by the School by appealing to the [University Disciplinary Committee](#).

5. Distance learning in DCU

Students who are availing of designated distance learning opportunities at Dublin City University are subject to a modified Plagiarism Policy [see *Appendix B*] that does not include an interview. For these students the available local penalties are the same as those outlined in Section 4.

Although an interview is not provided, students may discuss the allegation of plagiarism with the designated staff member using the appropriate communication methods available to them, e.g. telephone, email, etc.

Students should be informed of any local decisions promptly in writing and should be informed at this stage that they have the right to appeal the sanction imposed by the School/Oscail by appealing to the [University Disciplinary Committee](#).

Appendix A

DCU University's Declaration on Plagiarism

Assignment Submission Form

This form **must** be filled in and completed by the student submitting an assignment.

Assignments submitted without the completed form will not be accepted.

Name:	Student ID Number:
Programme:	
Module Code:	
Assignment Title:	
Submission Date:	

I declare that this material, which I now submit for assessment, is entirely my own work and has not been taken from the work of others, save and to the extent that such work has been cited and acknowledged within the text of my work. I understand that plagiarism, collusion, and copying is a grave and serious offence in the university and accept the penalties that would be imposed should I engage in plagiarism, collusion, or copying. I have read and understood the Assignment Regulations set out in the module documentation. I have identified and included the source of all facts, ideas, opinions, viewpoints of others in the assignment references. Direct quotations from books, journal articles, internet sources, module text, or any other source whatsoever are acknowledged and the source cited are identified in the assignment references. This assignment, or any part of it, has not been previously submitted by me or any other person for assessment on this or any other course of study

I have read and understood the referencing guidelines found at <http://www.library.dcu.ie/citing&refguide08.pdf> and/or recommended in the assignment guidelines.

Name: _____

Date: _____

If submitting on-line, please tick the following box to indicate that you have read and that you agree with the statements above

OR

Pressing the 'submit' button for your assignment indicates that you have read and that you agree with the statements above.

Appendix B Flow Chart

