



# Plagiarism Protocol 2021/22

## School Plagiarism Committee

The School Plagiarism Committee (SPC) consists of:

- Assoc. Prof. Maria Meehan (School Head of Teaching and Learning)
- Dr. Michael Salter-Townshend
- Assoc. Prof. Thomas Unger (Chair and School Plagiarism Adviser)

## §0 Introduction for Students

Plagiarism is defined as *passing off someone else's work and ideas as one's own*.

*Accidental or unintentional plagiarism* is usually just poor academic practice. For example, not properly referencing or citing a source. Your lecturer will prompt you to make appropriate changes to your submitted work. A penalty may also be incurred.

*Premeditated or intentional plagiarism* on the other hand is considered a breach of discipline. Examples of such plagiarism include: collaborating with (an)other student(s) when this is not explicitly allowed; copying from (an)other student(s) with or without their knowledge; copying from internet sources (including code repositories) when this is not explicitly allowed; using (online) computational apps and problem solvers when this is not explicitly allowed. Your lecturer will inform you at the start of term what is considered plagiarism for their module. Intentional plagiarism will incur a penalty for all students involved, including the person(s) who willingly provided solutions, going from a mild penalty (reduction of the assessment mark to D-) to a severe penalty (reduction of the assessment mark to NM, GPA capping, fine, suspension, expulsion,...).

## §1. Guidelines for Students

§1.1 Students should familiarise themselves with the Student Plagiarism Policy (SPP), which can be found at:

<https://tinyurl.com/y69v65ey>

§1.2 When submitting any assignment, it is understood that the student who submits the assignment abides by the SPP. Students should submit a plagiarism declaration for each assignment, as directed by the Module Coordinator (MC).

§1.3 The UCD Library has resources and advice for students to avoid unintentional plagiarism (e.g. by not citing or quoting from other sources correctly). See:

<http://libguides.ucd.ie/academicintegrity>

§1.4 Any suspected case of plagiarism shall be investigated and remediated by the relevant MC and/or the SPC. Any serious breach of the SPP shall be referred to the UCD Student Discipline Procedure. The Process Map (see Appendix 3) shall be followed; see also §2 below.

§1.5 Repeat offences shall be referred to the SPC. Cases of plagiarism that are detected retrospectively shall be investigated by the SPC and may result in the revision of already awarded module grades.

## §2. Guidelines for Module Coordinators

§2.1 At the start of each module, MCs should inform students about the Student Plagiarism Policy and should make a copy of the School's Plagiarism Protocol available to them. MCs should inform and liaise with all staff that are associated with the module, in particular lecturers (where the MC is not the lecturer) and tutors.

§2.2 MCs should ask students to submit a plagiarism declaration with each assignment. MCs should indicate clearly what constitutes an act of plagiarism for their module (e.g., copying from another student, copying from a website, using web-based tools, using web-based problem solvers, using web-based code repositories, etc.)

§2.3 Any investigation into and penalisation of an alleged case of plagiarism shall be conducted following the procedures outlined in the SPP. In particular, the Process Map (see Appendix 3) shall be followed. In this context, there are three categories of plagiarism (cf. SPP §6):

- a) *Poor academic practice in referencing and citation and/or an offence involving 50% or less of the assessment component:* these can be dealt with directly by the MC, but may be referred to the SPC. Any repeat offence shall be referred to the SPC. Any substantial offence (i.e., involving more than 50% of the assessment component) shall be referred to the SPC. In case of referral to the SPC, the procedure detailed in SPP §7.2 shall be followed. In all cases the MC shall provide the SPC with a short report containing all relevant details, including what penalty was applied in case of non-referral to the SPC (cf. §3.1).
- b) *Cases that are referred to and managed by the SPC.*
- c) *Cases that are referred without decision to the UCD Student Discipline Procedure.*

§2.4 MCs can ask the SPC for directions and advice (e.g., on what category possible plagiarism falls into, on repeated instances of plagiarism that are detected retrospectively at the end of a module.)

§2.5 Any allegation of plagiarism shall be evidence based, with reference to §2.2. (For example, two students collaborating where this was not explicitly forbidden does not constitute an act of plagiarism.)

§2.6 Where a staff member associated to a given module (e.g., lecturer, tutor) suspects a case of plagiarism, they should inform the MC.

§2.7 The MC and the SPC shall ensure that any plagiarism investigation is free of any conflict of interest.

## §3. Plagiarism Penalties

§3.1 In the context of §2.3 a), where an MC does not refer the case to the SPC:

- a) This will be counted as the "zeroth" offence of the student.
- b) If the nature of the assessment component is discrete in the sense that it consists of a finite number of parts (e.g., questions, problems, etc.), the MC shall award zero to each plagiarized part.
- c) In all other cases (e.g., essay type assignments), the maximum penalty that can be applied by the MC is a grade reduction to D minus.

§3.2 In the context of §2.3 b) where a case has been referred to the SPC: "AMBeR" Points shall be used to determine the penalty in accordance with §7.3.4 of the SPP, see Appendix 1. Concerning the Amount/Extent of plagiarism:

- a) For essay type questions, penalty points between 80 and 225, as indicated in Appendix 1, shall be applied.
- b) For discrete assessment components, consisting of  $n \geq 5$  parts, the following penalty points shall be applied ( $\lceil x \rceil$  denotes the ceiling function):

between half of one part and one part	80 points
between one and $\lceil n/5 \rceil$ parts	105 points
between $\lceil n/5 \rceil$ and $\lceil n/2 \rceil$ parts	130 points
more than $\lceil n/2 \rceil$ parts	160 points

The sum of all awarded points shall then be used in accordance with the table in Appendix 2 to determine the final penalty.

## Appendix 1. “AMBeR” Points Computation

# 1

### Assign points based on the following criteria

#### HISTORY

1st Time	<b>100 points</b>
2nd Time	<b>150 points</b>
3rd/+ Time	<b>200 points</b>

#### AMOUNT / EXTENT

Below 5% <b>AND</b> less than two sentences	<b>80 points</b>
As above but with <b>critical aspects*</b> plagiarised	<b>105 points</b>
Between 5% and 20% <b>OR</b> more than two sentences but not more than two paragraphs	<b>105 points</b>
As above but with <b>critical aspects*</b> plagiarised	<b>130 points</b>
Between 20% and 50% <b>OR</b> more than two paragraphs but not more than five paragraphs	<b>130 points</b>
As above but with <b>critical aspects*</b> plagiarised	<b>160 points</b>
Above 50% <b>OR</b> more than five paragraphs	<b>160 points</b>
Submission purchased from essay mill or ghostwriting service †	<b>225 points</b>

\* Critical aspects are key ideas central to the assignment

† Some institutions may consider this to be a separate form of academic malpractice

#### LEVEL / STAGE

Level 1	<b>70 points</b>
Level 2	<b>115 points</b>
Level 3/Postgraduate	<b>140 points</b>

#### VALUE OF ASSIGNMENT

Standard weighting	<b>30 points</b>
Large project (e.g. final year dissertation)	<b>60 points</b>

#### ADDITIONAL CHARACTERISTICS

Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection **40 points**

Plagiarism Reference Tariff Copyright © 2009-2010 nleaming LTD

[plagiarismadvice.org](http://plagiarismadvice.org)

## Appendix 2. Tariff amended for UCD use

Level	Points	Work submitted for gradable assessment
All	n/a	In all cases where it is determined that plagiarism has taken place a formal verbal or written warning is given, and a record is made contributing to the student's previous history on the UCD Plagiarism Record System. In addition, the committee may apply any of the following penalties as appropriate:
School	280-329	Assessment component provisionally awarded NM - resubmission permitted, with a late submission grade penalty*
School	330-379	Assessment component provisionally awarded NM - resubmission permitted, with a late submission grade penalty*, or Assessment component provisionally awarded NM – resubmission permitted but grade for the resubmitted assessment further capped or reduced
School	380-479	Assessment component provisionally awarded NM – resubmission permitted but grade for the resubmitted assessment further capped or reduced, or Assessment component provisionally awarded NM – no opportunity to resubmit
Discipline*	480-524	Assessment component provisionally awarded NM – no opportunity to resubmit, or Module provisionally awarded NM – module remediation required, but grade capped or reduced, or Module awarded NM – no opportunity to remediate, or Written reprimand, or Fine not exceeding €1,000.
Discipline*	525+	Module provisionally awarded NM – module remediation permitted, but grade capped or reduced, or Module awarded NM – no opportunity to remediate module Written reprimand Fine not exceeding €1,000 Exclusion from sittings of examinations for a specified period Deprivation of any academic award Suspension from the University for a stated period Expulsion from the University

Level	Points	Work submitted for Pass/Resubmit/Fail assessments, including Stage Transfer Assessments and Research Degree Dissertations
All	n/a	In all cases where it is determined that plagiarism has taken place a formal verbal or written warning is given, and a record is made contributing to the student's previous history on the UCD Plagiarism Record System. In addition, the committee may apply any of the following penalties as appropriate:
School	280-479	Revise, repeat or resubmission of the assessment permitted
Discipline*	479+	An appropriate penalty is taken from within the Discipline range of penalties

*\* Student Discipline Committees may decide to impose any of the penalties available to them under the Student Discipline Procedure separately or in combination as appropriate to the nature of the breach of the Student Code of Conduct.*

## Appendix 3. Process Map for School Investigation Procedure

### 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

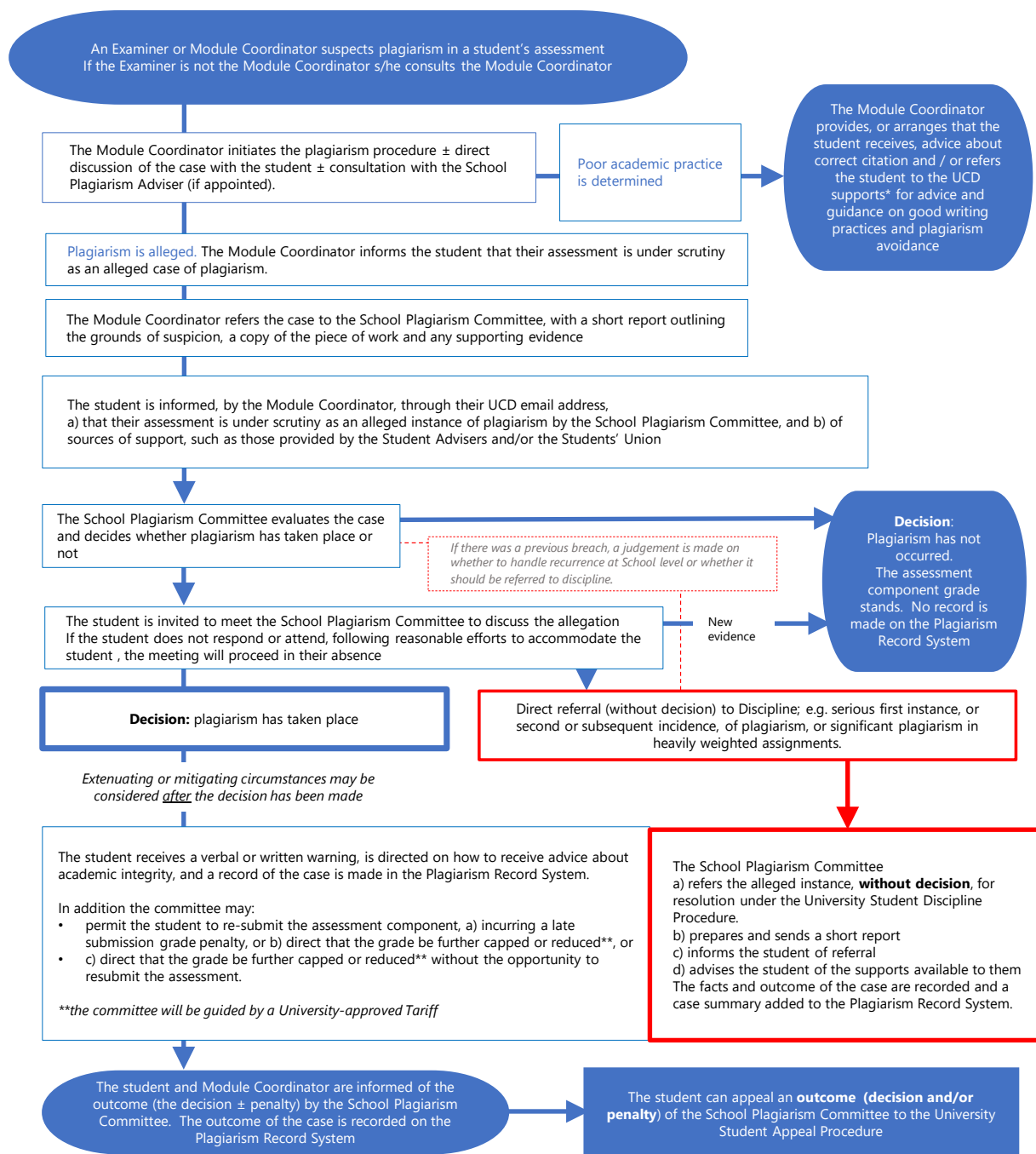
Start / end

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.



SECCA 2019/20