



# Plagiarism Protocol 2022/23

## School Plagiarism Committee

The School Plagiarism Committee (SPC) consists of:

- Dr. Michael Mackey (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>

They may also want to consult the section “Avoiding Plagiarism” on the Student Conduct website at:

<https://www.ucd.ie/secca/studentconduct/>

§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—.

§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.

## §4. Reporting Guidelines

When reporting a suspected plagiarism case to the SPC, the following information should be included, and submitted to the full SPC:

- Student name.
- Student number.
- Student email address.
- Module code and title.
- Programme and stage.
- Assessment strategy (list of components and their contribution to the module grade).
- Details of the assessment component under suspicion.
- A copy of the assessment instructions (e.g., problem sheet, final exam, ...).
- Evidence upon which the suspicion is based. Should include the original student submission. Should include an annotated copy of the student submission with suspicious sections highlighted. If there is an URKUND report, it should be included.
- Details of any actions taken and/or communication with the student. Should include any relevant correspondence with the student.
- The MC’s assessment of the seriousness of the suspected plagiarism case: mild (minor penalty), moderate (more significant penalty/capped resubmission or resit), severe (potentially requiring direct referral to Student Discipline Procedure).

Note:

- a) If more than one student is involved, the MC should provide the above information for all involved students, and should also provide an overview of the overall case against the students as a group.
- b) The MC’s report will be included in the MC’s or SPC’s correspondence with the student(s) subsequent to the start of the investigation procedure.

## 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 by the School Plagiarism Committee 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 <u>may</u> apply any of the following penalties as appropriate
School Plagiarism Committee	280-329	Assessment component provisionally awarded NM <sup>11</sup> - resubmission permitted, with a late submission grade penalty <sup>12</sup>
School Plagiarism Committee	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 capped. School Plagiarism Committees may select the capped grade from all passing grades of the Component Grading Scale as deemed appropriate. When capping grades School Plagiarism Committees may wish to limit this to a D- or at the original grade or an adjusted original grade in line with Academic Regulation 4.26 and the Component Grade Scale
School Plagiarism Committee	380-479	Assessment component provisionally awarded NM – resubmission permitted but grade for the resubmitted assessment capped. Direct that the assessment grade is reduced with no opportunity to resubmit. School Plagiarism Committees may select grades from all passing grades of the Component Grading Scale as deemed appropriate.
University Student Discipline Procedure <sup>13</sup>	480-524	<p>Penalties applied under the Student Discipline Procedure are done so at two stages of the process 1) a Student Conduct Meeting and 2) the Student Disciplinary Committee Hearing. Penalties will be applied as appropriate to the circumstances of the case. Cases scoring 525 and above will normally attract more severe penalties, however, the under the Student Discipline Procedure decision-makers have the authority to select penalties following consideration of all circumstances relating to the case. The lists of penalties available under the Student Discipline Procedure are included in full. They include some penalties that are more appropriate for non-academic misconduct which may not be relevant to incidents of plagiarism.</p> <p><b>1. Student Conduct Meeting</b></p> <p>Penalties available at the Student Conduct Meeting stage are presented section 5.5 of the Student Discipline Procedure. Applicable penalties may be applied in combination.:</p> <ul style="list-style-type: none"> <li>• <i>Issue a warning.</i></li> <li>• <i>Impose a fine not exceeding €250.</i></li> <li>• <i>Require the respondent to pay for, or contribute towards making good any damage or loss they have caused.</i></li> <li>• <i>In the case of academic breaches, reduction of an assessment component grade (assessment where breach occurred) up to and including the application of No Grade (NM).</i></li> <li>• <i>In the case of plagiarism, referred by a School Plagiarism Committee, reduction of a grade up to and including the application of No Grade (NM) <u>for the module</u> where the breach has occurred.</i></li> </ul>
University Student Discipline Procedure	525+	

<sup>11</sup> In Academic Regulations the grade “NM” means *No grade - work submitted did not merit a grade*

<sup>12</sup> See [Late Submission of Coursework Policy](#).

<sup>13</sup> Penalties available under the [Student Discipline Procedure](#) are set out in full in section s 5.5 and 7. All penalties remain available to Student Disciplinary Committee

		<ul style="list-style-type: none"> <li>• In addition to the penalties above, a respondent may be required to undertake an activity / action intended to satisfy the University that the respondent understands the consequences of their conduct and learns from the experience</li> </ul> <p><b>2. Student Disciplinary Committee Hearing Stage</b></p> <p><i>Student Disciplinary Committee may impose any of the penalties available at the Student Conduct Meeting stage of the process, and any of the following penalties, either separately or in combination as appropriate to the breach or nature of the breach. Penalties are taken from section 7 of the Student Discipline Procedure</i></p> <ul style="list-style-type: none"> <li>• A written reprimand;</li> <li>• A fine not exceeding €1000;</li> <li>• Reduction of a component assessment grade or module grade up to and including the application of No Grade (NM) for the module;</li> <li>• exclusion from sittings of examinations for a specified period;</li> <li>• withhold any academic award, scholarship or prize including on a permanent basis;</li> <li>• require the reparation of any damage or loss caused, either to the University or to any of its members of staff or students or members of the public;</li> <li>• suspension from accessing specific University facilities;</li> <li>• permanent exclusion from accessing specific University facilities;</li> <li>• suspension from a UCD Residence;</li> <li>• terminate licence to reside at a UCD Residence;</li> <li>• suspension from the University for a specified period, or until such time as any requirements laid down by the Committee such as payment of a fine or the restitution of damage or loss are fulfilled;</li> <li>• permanent expulsion from the University.</li> </ul> <p>In addition to the penalties above, a student may be required to complete an activity / action intended to satisfy the University that a student understands the consequences of their actions. The Committee may in exceptional cases, having regard to all the circumstances of the case, decide not to impose any penalty.</p>
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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

## Appendix 3. Process Map for School Investigation Procedure

### Student Plagiarism Policy - 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

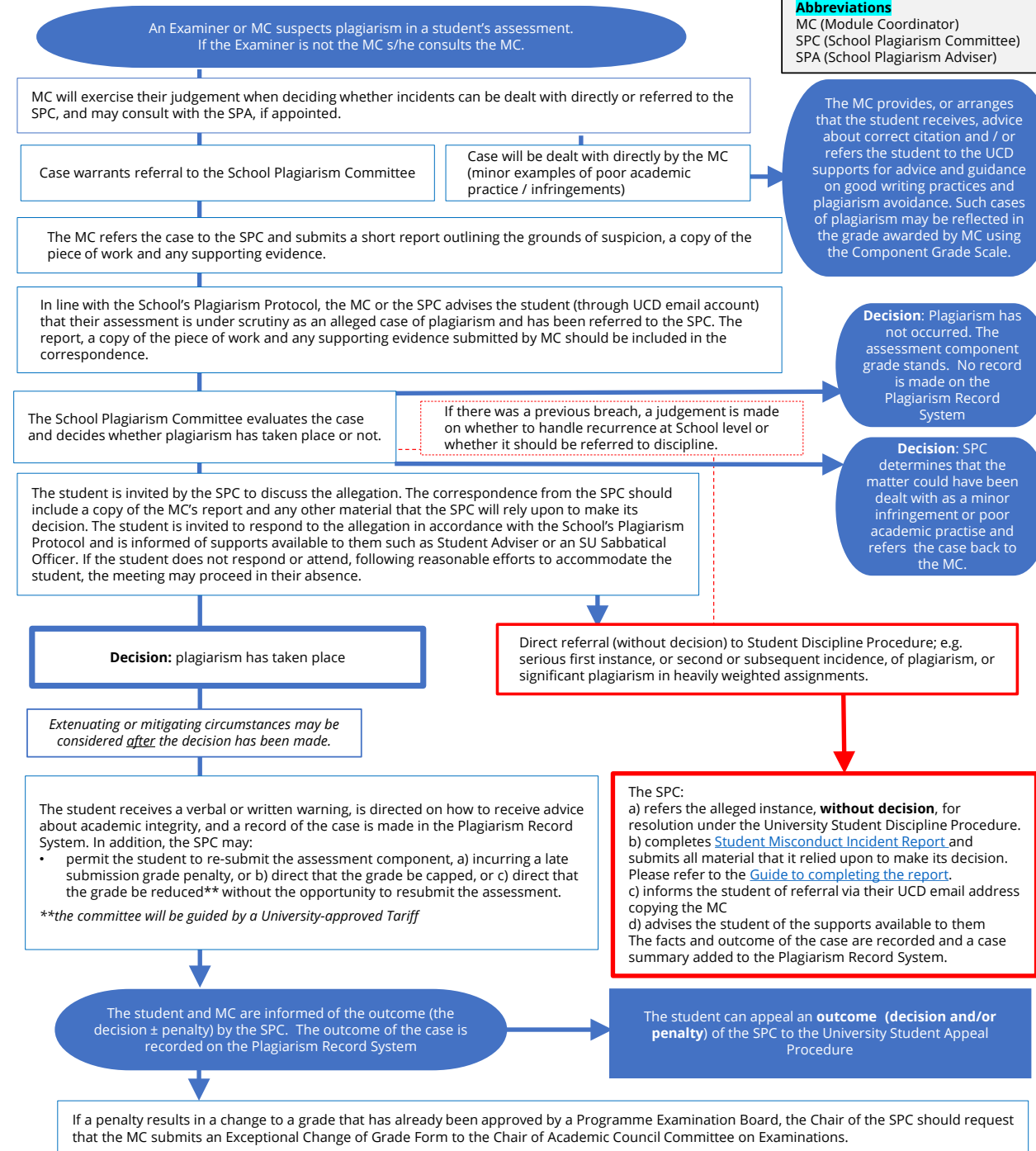
Start / end

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.



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