POLICY ON PLAGIARISM

INTRODUCTION

Plagiarism is the **intentiona**l use of other peoples' ideas or work, presented as one's own, without appropriate acknowledgement. Plagiarised material can be either written or in some other form.

Plagiarism constitutes **cheating**, it is totally **unacceptable** and unethical. Suspected plagiarism in DID is investigated and in circumstances where learners are found to be guilty of plagiarising, rigorous disciplinary procedures will follow. Penalties applied may include one or more of several measures up to and including expulsion.

Incidences of plagiarism may be avoided by proper referencing and by the use of plagiarism detection software. 'Turnitin', our recommended plagiarism detection software, is available for learner use in the Library. Learners are encouraged to use available anti-plagiarism software to check their work. A referencing guide is available from the Institute website.

DID APPROACH TO PLAGIARISM

The DID approach to plagiarism comprises of three distinct elements.

1. Prevention
2. Procedures for investigating alleged incidences of plagiarism
3. Setting out of the disciplinary consequences in cases where plagiarism is detected and proven

PREVENTION

The institute takes every opportunity to prevent the occurrence of plagiarism by:

1. Referral to this Policy in the assessment instructions to be provided to learners and by the briefs circulated from time to time
2. Encouraging and supporting learners in the use of plagiarism detection software tools
3. Provision, by the Institute, of information in the practice of referencing and citation and in the use of source material(s)
4. Placement of a requirement on all learners, in respect of all work submitted, to include an authorship statement (Appendix A) declaring that the work has been completed in accordance with DID's Policy on Plagiarism
5. Provision of staff training (Continuous Professional Development). There is a requirement for new staff to avail of training in this area during their first year of employment

PROCEDURES

All allegations or suspicion of plagiarism are processed by the Registrar.

When plagiarism is alleged or suspected:

1. The Head of Department shall be informed, in writing, by the member(s) of the academic staff concerned, of the incident of alleged or suspected plagiarism. Teaching staff shall use the form in Appendix B to report suspected plagiarism. The form shall be accompanied by supporting documentation, i.e. substantiating example(s) of the alleged or suspected plagiarism

2. The Head of Department concerned shall, in consultation with the Registrar's office, make the decision whether or not to invoke the Institute's plagiarism policy

ACTIONS

1. Where a case is pursued, the Registrar's office will contact the learner(s) to inform him/her/them that plagiarism is alleged and that the Institute Policy on Plagiarism will be invoked

2. The Registrar's office shall invite the learner(s) concerned to furnish a written response to the allegation of plagiarism3. Head of Department shall seek confirmation from the Registrar's office as to whether there have been previous cases of plagiarism involving the learner(s) concerned and if so, whether they have been upheld. Previous infractions will have a bearing on the severity of the penalty recommendation

4. All documentation shall be sent directly to the Registrar, who convenes the Disciplinary Committee, as outlined in the Institute's QA document

5. The learner is invited to attend the disciplinary hearing and may be accompanied by a member of the student body, who can act as a witness to the hearing

6. The decision of the disciplinary committee will be made and issued to all parties within two working days of the hearing

PENALTIES

In cases of alleged or suspected plagiarism, any of the penalties from the list below may be recommended should the allegation or suspicion be upheld or admitted to by the learner concerned. Where a complaint or suspicion of plagiarism is upheld or admitted to, the Disciplinary Committee shall impose penalties on a case-by-case basis, taking account of previous infractions where such may have occurred.

When considering a penalty the committee should consider:

- The credit level attaching to the affected module(s)
- The history in the institute of the learner(s) concerned
- The volume of the alleged plagiarism

Any of the below penalties shall be imposed, either separately or in combination where appropriate.

1. A reprimand (a verbal or written warning).

2. A zero mark for the assignment with provision for a repeat attempt/resubmission. Repeat/resubmission will be considered as a second attempt. The policy on Submission of Learner Work relates

3. A zero mark for the assignment with no opportunity to repeat/resubmit in the current academic year. In these circumstances, learners are not allowed carry fail modules/units into the subsequent stage

4. A zero mark for the full module, irrespective of the percentage allocation and credit weighting of the assessment which was plagiarised

5. Suspension from the programme

6. Expulsion from the Institute. An expulsion judgement must be referred for approval to the Governing Body

APPEALS PROCESS

The decision of the Disciplinary Committee may be appealed to the Board of Governance Appeals Subcommittee within two weeks from the date of issue of the decision. Any of the learner(s), reporting member(s) of the academic staff, Head(s) of Department involved in the particular case may lodge an appeal. The standard procedure for an appeal to the Board of Governance Appeals Subcommittee shall apply as outlined in the Learner Handbook. All parties involved shall receive a report from the Board of Governance Appeals Subcommittee on the outcome of the appeals process. This shall include the final ruling and any penalty imposed.

A record of all cases of plagiarism upheld shall be registered on the Institute's centralised database of alleged plagiarism offences. The access to this database shall be restricted to the Registrar's Office. The Registrar shall ensure consistency in the handling of all cases of plagiarism across the Institute.

APPENDIX A

QAF05a DUBLIN INSTITUTE OF DESIGN ASSIGNMENT SUBMISSION COVER SHEET *Rev. 16.09*

	Record of Submission & Plagiarism Declaration This assignment is my own work and the sources of information and material I have used (including internet resources) have been identified and acknowledged as required by Dublin Institute of Design's referencing guidelines. I acknowledge that my work may be referred to a Plagiarism Detection Service for checking. The Faculty reserves the right to request an electronic copy of any work where unfair practice is suspected, and one is not requested by the brief. This assignment, or any part of this assignment, has not been submitted for any other module at Dublin Institute of Design or any other educational Institute, unless written consent was granted by the programme coordinator.	**Forename:** **Surname:** **Date of Birth:** *I have read, understood and accept the Institute policies on plagiarism and I hereby certify that this submission is my own work and is consistent with the policies of Dublin Institute of Design.* **Signature:** ....

COMPLETING THE FORM BELOW CONFIRMS THAT YOU HAVE READ AND AGREED WITH THE ABOVE STATEMENT

This form must be submitted together with the completed assignment by no later than the specified submission time and date as outlined on the brief.

NOTE: IT IS IMPORTANT THAT YOU ALWAYS KEEP A COPY OF YOUR SUBMITTED ASSIGNMENT

Student Assignment Details
To be completed by Staff/Module Lecturer only:

Module Code(s): QQI / BTEC Codes		**Module Lecturer**	
Module Title:			
Submission Format: A2 / A3 / Document		**Assignment Number** (e.g. 1 of 3)	1 of 1
FIRST ATTEMPT / **RE-SUBMISSION**			

TO BE COMPLETED BY STUDENT:

Submitted Pages (NOT including this page)	**Size / Format** A4 / A3 / A2	**Number of Pieces of that** **Size/Format**	**Contained in Black** **Portfolio Case: Yes / No**
Format 1			
Format 2			
Format 3			
Format 4			
Format 5			

Date of Submission:		RECEIVED BY [OFFICE USE ONLY]

*DID reserves the right to retain learner work

Assessment Offences Policy: Academic Impropriety Form

Subject Code: _____ **Subject Name:** _____

Course: _____ **Assessment Weighting:** _____

Date: _____ **Lecturer:** _____

Student Name(s) _____

_____

_____

Programme Coordinator: _____

Please indicate which form of academic impropriety is suspected:

Plagiarism: ☐ Collusion: ☐ Cheating: ☐

Date assessment due in: _____ **Date submitted:_____**

Note: Before submitting this form, please ensure the following:

1) Where plagiarism is suspected, a photocopy/print-out of the original article/work should be attached. No accusation of plagiarism will be investigated without this material.

2) Where collusion is suspected, please submit a form for all groups involved.

3) The students' submission should be corrected as normal prior to completing this form.

4) Incomplete forms cannot be investigated.

Please refer to assessment regulations section for clarification on the different types of academic impropriety and procedures in this area. See Institute Policy **QAP07 - Assessment Offences Policy**

Details of suspected academic impropriety:

Other individuals/groups possibly involved if collusion is suspected:

Name of Course Coordinator (if different to examiner): _____

Signed: _____

Date: _____

Registrar's Office

Date Received: _____

Form Complete: _____

Authorised to proceed: _____

Academic Impropriety Review Committee Members

Date & Time of Hearing: _____

Letter sent: ☐

Report of meeting attached: ☐

END OF DOCUMENT