Institute policy on plagiarism in assignments and examinations		
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Institute policy on plagiarism in assignments and examinations

Revision History

Revision	Date	Revision Description DCRT#	Originator
01	01 September 03	Conversion of OP149	Lisa Whelan
02	30 December 2003	Inclusion of reference to apprentice learners	Diarmuid O'Callaghan

1. Purpose

The purpose of this document is to identify Institute policy on plagiarism in assignments and examinations of the Institute, and provide suggestions how to avoid plagiarism.

2. Scope

This policy applies to all students of the Institute, including apprentice learners. This policy refers to all assignments and examinations conducted by the Institute including, continuous assessment examinations, final examinations, aural and oral examinations, and projects submitted as part of course work.

3. Definitions

Plagiarism: Plagiarism is defined as deliberately representing someone else's ideas or work as ones own. Normally, this involves using someone else's work without giving acknowledgement to the source of information. It is also plagiarism to alter the form and context of the work to conceal the source.

Normal use of others work: Students are expected to use other peoples works and ideas. For example, by reference to books, journal articles or use of computer programmes. However, students must accurately refer to sources of information used. In the case of project work, this would include reference to similar projects undertaken by students in the past.

4. Reference

- Institute Examination regulations (3AS04)
- Institute Disciplinary Procedures (3SS04)
- Institute script inspection, & examination recheck, review and appeal procedure (3AS10)
- 3AS24 Examination regulations for learners of phase 2, 4 and 6 apprentice trades
- 3AS06 Institute marks and standards (HETAC)

5. Policy

- Plagiarism is a serious academic offence that must be avoided by all students
- Students found to commit plagiarism are subject to Institute disciplinary procedures
- Where there is evidence to suggest plagiarism in examinations, a formal process of enquiry will be initiated by the Course Tutor

- In the event that plagiarism is suspected, the student will be asked by the Course Tutor to confirm or deny the occurrence.

- If the student admits to a minor case of plagiarism, the student will be given zero for that assignment, and no opportunity will be given for the student to re-submit the piece of work

- If the student refuses to admit to plagiarism, it will be the responsibility of the Head of School to decide if further investigations and initiation of disciplinary procedures should be considered.

- If plagiarism of a major piece of work (particularly in the award year of a course) is established, the matter will be referred to the examinations board to make a decision. The examination board reserves the right not to return a mark for a candidate in this situation.

- If evidence of serious plagiarism is established after the final examination board has agreed results, the award can be withdrawn

- The student has the right to appeal the outcome of any decision relating to plagiarism at Institute Examinations.

6. Further comments

Plagiarism can arise from deliberate actions and through careless thinking and/or methodology. The offence lies not so much in the attitude or intention of the perpetrator but in the action and in its consequences. Plagiarism can arise from actions such as:

- Copying another student's work;

- Enlisting another person(s) to complete an assignment on the student's behalf;

- Quoting directly, without acknowledgement, from books, articles or other sources, either in printing, recorded or electronic format;

- Paraphrasing without acknowledging the writings of other authors.

Quoting directly or paraphrasing the work of others in particular, can arise through careless thinking and/or methodology where students:

- Fail to distinguish between their own ideas and those of others;

- Fail to take proper notes during preliminary research and therefore lose track of the sources from which the notes were drawn;

- Fail to distinguish between information, which needs no acknowledgement because it is firmly in the public domain and information which might be widely known, but which nevertheless requires some sort of acknowledgement;

- Come across a distinctive methodology or idea and fail to record its sources.

It is an accepted practice that all members of the academic community use and build on the work of others in an open and explicit manner and with due acknowledgement. Many cases of plagiarism that arise could be avoided by following some simple guidelines:

- Any material used in a piece of work, of any form, that is not the original thought of the author should be fully referenced in the work and attributed to its source. The material should be either quoted directly or paraphrased. Either way, an explicit citation of the work referred to should be provided, in the text, in a footnote, or both. Not to do so is to commit plagiarism.

- When taking notes from any source, it is very important to record the precise words or ideas that are being used and there precise sources.

While the Internet often offers a wider range of possibilities for researching particular themes, it also requires particular attention to be paid to the distinction between one's own work and the work of others. Particular attention and care should be taken to keep track of the source of the electronic information obtained from the Internet or other electronic sources and ensure that it is explicitly and correctly acknowledged.

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