

School of Computer Science: Plagiarism Policy and Procedures

These policies and procedures should be read in conjunction with UCD's Student Plagiarism Policy, as well as the relevant sections of UCD's Student Code of Conduct, available at: <https://www.ucd.ie/secca/studentconduct/>

If a lecturer suspects plagiarism in work submitted by a student or students:

1. The lecturer will exercise their judgement in deciding whether the incident will be dealt with directly or referred to the School Plagiarism Committee for consideration. Incidents that are deemed to be minor infringements or evidence of poor academic practice are likely to be characterised by some or all of the following:

- Apparent unintended misuse of source materials;
- Inadequate citation such as poor referencing or inappropriate paraphrasing, demonstrating the student's need for further guidance on referencing and citation;
- Over-reliance on sources without sufficient input of the student's own work;
- The suspected plagiarism represents only a small proportion of the work and/or an element in a piece of work which makes a small contribution to the grade for the assessment component.

Minor instances of plagiarism and poor academic practice are likely to be addressed directly by lecturers without referral to the School Plagiarism Committee.

However, where a lecturer decides to refer the incident to the School Plagiarism Committee:

2. The lecturer contacts the CS Plagiarism subcommittee with full details of the incident e.g. students' names, stages, programmes, and student numbers; the module and the assessment component; the work suspected of being plagiarised; and any evidence supporting the suspicion.

3. Where plagiarism is suspected in an element of work submitted for assessment, the entire submission should not be marked (or graded, as appropriate) until the CS Plagiarism subcommittee has issued its recommendation on the case.

4. At least 2 members of the CS Plagiarism subcommittee investigate the case. This may include talking to the lecturer and reviewing material relevant to the alleged plagiarism. If it determines there is a basis for suspicion, the CS Plagiarism subcommittee will request an interview with the student(s), usually individually. The student will be provided with the details of the alleged plagiarism in advance, and should note that this is an investigative meeting **not** a disciplinary hearing.

- The CS Plagiarism subcommittee will try to arrange an interview time/date that suits the student. However, if a student does not make themselves available for interview in a timely manner, the CS Plagiarism subcommittee will normally make a recommendation in their absence;
- The lecturer alleging plagiarism is not normally invited to attend these interviews;
- The student is entitled to be accompanied by e.g. a Students Union representative, a Class representative, a family member, or a friend. Any person accompanying a student is entitled only to observe the interview, not to actively participate.

5. The outcome of the CS Plagiarism subcommittee investigation will be one of the following:

- there is **insufficient evidence of plagiarism**: the recommendation is to re-mark (or re-grade, as appropriate) the component in full.

- there is **sufficient evidence of plagiarism**: the recommended mark/grade will be guided by a UCD-approved tariff as well as the specific circumstances of the case. Note that the CS Plagiarism subcommittee is not concerned with the consequences of the recommended mark/grade, as that is a matter for the Module Coordinator and/or the relevant Programme Board.
 - in exceptional circumstances, a student found to have plagiarised may be allowed to re-submit their work, possibly capped at a particular mark/grade.
 - any prior instance of plagiarism by the student, and the Stage of their studies, may be taken into account. Students presenting for a second or subsequent time to the CS Plagiarism subcommittee may be referred to UCD's student disciplinary process.

6. The student(s) and lecturer involved will be informed of the outcome of the CS Plagiarism subcommittee investigation (normally by email).

Notes

- Module coordinators should present the issue of plagiarism in the **first lecture of every module delivery**, alerting students to School and University plagiarism policies and informing them of the consequences of confirmed instances of plagiarism. Students should be advised that CS staff use a range of tools and techniques to check for plagiarised material in submitted work.
- Module coordinators should try to alert the CS Plagiarism subcommittee to suspicions of plagiarism **as soon as reasonably possible** and no later than one week before any deadline for grade submission to UCD.
- Students taking a module **cannot post their work publicly in any way until after two trimesters following the completion of the module**, unless the module coordinator gives permission to post it earlier. In particular, students cannot make their work accessible to other students in the module until the above deadline unless the module coordinator has given them permission to do this. Note that when and if this permission is given is likely to vary from one module to another, so there is no single rule on this issue.
- In cases where a student makes their own work (or the work of others) available to another student, who then copies some or all of it in their own submission, the student who makes their work available is **equally responsible** for the plagiarism with the student(s) who did the copying.
- In group assignments which are determined to have been plagiarised, **all students** in the groups involved will be subject to the School's (and University's if appropriate) plagiarism and/or disciplinary procedures.
- The UCD Library has resources and advice for students to avoid unintentional plagiarism (e.g. by not citing or quoting from other sources correctly). For example: <https://libguides.ucd.ie/academicintegrity>
<http://www.ucd.ie/library/elearning/plagiarism/story.html>