

Academic Misconduct Record System – Staff Guide



The Academic Misconduct Record System (previously Plagiarism Record System) in InfoHub enables School Academic Integrity Committees (previously School Plagiarism Committees) to record incidents of academic misconduct. The system is also used by School Academic Integrity Committees to identify whether students referred to them have been found to have breached academic integrity policy previously. Anonymised information collated by this system will be submitted to the Academic Council Committee on Student Conduct and Capacity (ACCSCC) annually. Information relating to academic misconduct cases can be entered to the system by:

- nominated members of staff in each School. This normally includes the Chair of a School Academic Integrity Committee and a member of staff (typically a senior Administrator such as a School Manager) responsible for implementing the policy i.e., identifying previous incidents of plagiarism by students and entering outcomes decided by a School Academic Integrity Committee. Access to the system is limited to two individuals in each School.
- staff from the Student Engagement, Conduct, Complaints and Appeals (SECCA) team with responsibility for maintaining records relating to the Student Discipline Procedure.

The Academic Misconduct Record System consists of two services:

Service	What this service allows
Reporting and Recording of Academic Misconduct Incidents Tool	<ul style="list-style-type: none">• Search by individual student• Create and edit academic misconduct incidents
Academic Misconduct Reporting Tool	<ul style="list-style-type: none">• Generate reports by School

This staff guide provides information in relation to:

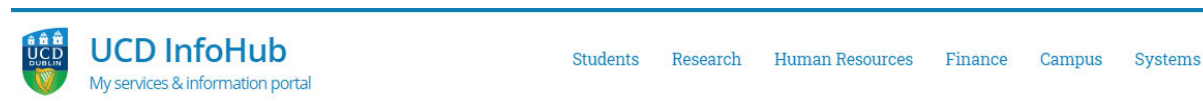
1. Accessing InfoHub Academic Misconduct Record System
2. Reporting and Recording of Academic Misconduct Incidents Tool
3. Academic Misconduct Reporting Tool

Any queries in relation to the system may be directed to student.conduct@ucd.ie

Please note that the Academic Misconduct Record System is operational from September 2020, therefore information relating to plagiarism incidents occurring prior to September 2020 is not available on the system.

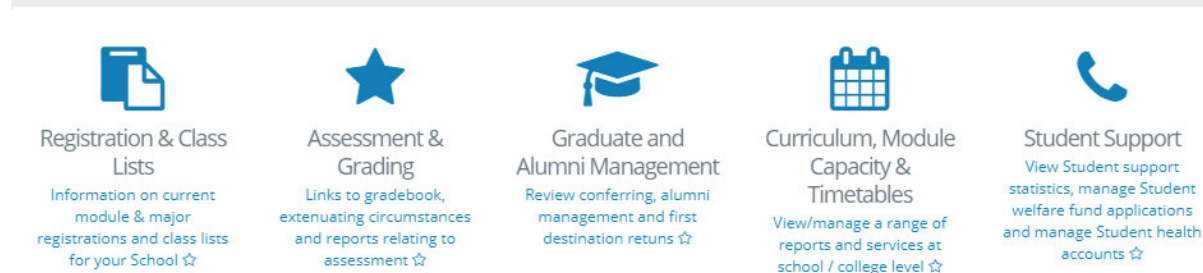
Part 1 - Accessing Academic Misconduct Record System

1. Login in to **UCD Connect** / Select **InfoHub**
2. On InfoHub select **Students** from the top menu



3. Select **Assessment & Grading** from Students menu

Students



4. Services available in Assessment & Grading screen include 2 options:

➤ Reporting and Recording of Academic Misconduct Incidents

For School Academic Integrity Committees: Check whether academic misconduct incidents were previously recorded for a student and record details of new incidents. Incidents will only be recorded if a decision was made that academic misconduct has occurred. ☆

➤ Academic Misconduct Reporting Tool

Generate reports of Academic Misconduct incidents for your school. ☆

Part 2- Reporting and Recording of Academic Misconduct Incidents Tool

This service enables users in Schools to:

- search by student to identify whether any previous academic breaches have been recorded for the student, and /or
- record misconduct cases by students and outcomes decided by a School Academic Integrity Committee.

Schools should record academic misconduct incidents where a School Academic Integrity Committee decides:

- that academic misconduct has occurred, or
- to refer the case without a decision to the University Student Discipline Procedure for consideration.

The above outcomes should be recorded by School on the system as follows:

Outcome of School Process	Option to be selected by School
It is decided that academic misconduct has occurred.	Addressed by the School Academic Integrity Committee
The case is referred without a decision/penalty to the University Student Discipline Procedure for consideration.	Referred to the Student Discipline Procedure*

*Where cases are referred to be dealt with under the Student Discipline Procedure SECCA will update the outcome accordingly to reflect the decision taken at a Student Conduct Meeting or a Student Disciplinary Committee hearing. SECCA will apply on the following outcomes once the disciplinary process is complete:

Outcome of University process	Option to be selected by SECCA
It is decided that academic misconduct has occurred.	Student Discipline Procedure – Academic Misconduct Occurred
It is decided that academic misconduct has not occurred / evidence does not support the alleged breach.	Student Discipline Procedure – Allegation Dismissed

1. Select **Reporting and Recording of Academic Misconduct Incidents Tool**
2. Insert the student number or student name / surname in the window and click **Search**

Reporting and Recording of Academic Misconduct Incidents

Select Student /Alumnus/Applicant:

Search

3. Information relating to any previous plagiarism/ academic misconduct breaches recorded in relation to the student will be displayed, if applicable. See an example below.

Reporting and Recording of Academic Misconduct Incidents

Select Student /Alumnus/Applicant:

Details of Academic Misconduct Incidents for

	Incident Type	Module Code	Academic Year	First / Subsequent Offence	Assessment Type	Primary Nature of Plagiarism	Secondary Nature of Plagiarism (if any)	Outcome	Date of Decision
<input checked="" type="checkbox"/>	Plagiarism	<input type="text"/>	2020/2021	First	Assignment	3rd Party Author/Contract Cheating/Ghost Writing	N/A	Addressed by the Academic Integrity committee	18 Jun 2021

4. To record a new incident, select + Add New Incident button at the bottom of the screen

Add/ Edit Incident

All fields need to be populated before the form can be submitted. Please contact student.conduct@ucd.ie for any queries relating to completion of this form.

Student*

Academic Year*

Academic Year must be selected in order for the Module information for the student to be displayed

First / Subsequent Offence*

Assessment Type*

Category of Academic Misconduct*

Secondary Category of Academic Misconduct (if any)

Outcome*

Date of Decision*

e.g. 16 Jul 2025

5. Fill in the required fields using the drop-down lists as follows:

Student	This field will be pre-populated as you have entered the student number in on the previous screen.
Academic Year	Select academic year. Your selection will activate a list of modules (in the field "Module Code"- see below) which are available to the student in the given academic year.
Module Code	<p>A list of module codes and associated module titles will be displayed in the drop-down menu: see examples below:</p> <p>ANSC20020 - Animal Nutrition I</p> <p>CPSC20020 - Fundamentals of Arable Crop Pr</p> <p>FOR20100 - Applied Biostatistics</p>

First / Subsequent Offence	Select from the following options: First Offence Subsequent Offence
Assessment Type	Select from the following options: Assignment Class Test Continuous Assessment Essay Examination Group Project Journal Lab Report Portfolio Presentation Project
Category of Academic Misconduct Select from the following options:	3rd Party Author/Contract Cheating/Ghost Writing Plagiarism: Failure to acknowledge sources Plagiarism: Citation Failure Self-plagiarism / Recycling Submitted collaborative work as own / colluded Other N/A Facilitating academic misconduct Unauthorised use of AI/digital tools
Secondary category of Academic Misconduct (if any) Select from the following options:	3rd Party Author/Contract Cheating/Ghost Writing Plagiarism: Failure to acknowledge sources Plagiarism: Citation Failure Self-plagiarism / Recycling Submitted collaborative work as own / colluded Other N/A Facilitating academic misconduct Unauthorised use of AI/digital tools

Outcome	Select from the following options: Addressed by the Academic Integrity committee Discipline Procedure - Academic Misconduct (SECCA) Discipline Procedure– Allegation Dismissed (SECCA) Referred to the student discipline procedure
Date of decision	Enter the date of the Committee’s decision.
<div>Save</div>	Save the record before leaving the screen.

Part 3- Academic Misconduct Incidents Reporting Tool

This service enables users to generate plagiarism incident reports for their School.

1. Select **Academic Misconduct Reporting Tool** service

> **Academic Misconduct Reporting Tool**
 Generate reports of Academic Misconduct incidents for your school. ☆

2. Select criteria of your search using dropdown lists i.e. **Academic Year** and **Select View** (this section be pre-populated with the title of your school)- see an example below.

Academic Misconduct Incidents

Select Academic Year: 2024/2025 ▼

Select View: School of [REDACTED] ▼

	No of Incidents	
School	Submitted collaborative work as own / colluded	Total
School of [REDACTED]	3	3
Total	3	3

3. Academic Misconduct incidents (if any) will be displayed as per your selection.

If you want to access any details associated with academic misconduct incidents recorded for your school, please click on numerical values displayed in the table and further details will appear.