



PLAGIARISM AND ACADEMIC INTEGRITY PROCEDURE

STUDENT GUIDE

This guide should be read with [Student Academic Integrity Policy](#), [Student Code of Conduct](#) and [Student Academic Misconduct Procedure](#)

What is Plagiarism?

Plagiarism is one of the most common forms of academic misconduct undertaken by students. It is defined as presenting work / ideas taken from other sources without proper acknowledgement. Plagiarism is a failure to cite or otherwise acknowledge ideas or phrases used in any paper, exercise, assessment or project submitted in a course but gained from another source, such as a published text, another person's work, or materials on the internet. A definition of plagiarism as well as other categories of academic misconduct can be found in the UCD Academic Integrity Policy and the Student Code of Conduct.

Examples of plagiarism includes:

- using phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the internet) without appropriate acknowledgement of the source.
- presenting direct extracts without quotation marks or other appropriate indication. It is not sufficient simply to acknowledge the source.
- copying the same or a very similar idea from a published or unpublished work without appropriate acknowledgement.
- changing the order of words taken from source material but retains the original idea or concept without appropriate acknowledgement.
- Copying or using, without appropriate acknowledgement, any material from non-written work including, but not limited to, visual and digital media, images, computer code, musical notation, recording or composition, performance or oral presentations.
- using the work of another student without appropriate acknowledgement in a way that exceeds the bounds of legitimate cooperation.
- Reusing your own work without citing or acknowledging its original use. This is known as **self-plagiarism**.
- Using undeclared and/or unauthorised third parties, online or directly, to assist you to produce work for academic credit, whether or not payment involved. This includes buying a completed assignment from a tutoring or ghost-writing company and asking a friend or family member to write part or all of an assignment for you. This is called **contract cheating**.
- The unauthorised use of generative artificial intelligence is also unacceptable.

Why is plagiarism wrong?

Academic Integrity is a fundamental principle underpinning all academic activity at UCD. It's important that you uphold your own academic integrity and that of the University. Studying at university provides an opportunity to develop your critical thinking skills, engage with academic knowledge and demonstrate the extent of your reading. Plagiarising the work of others undermines your own learning experience and devalues the hard work of others.



Student Academic Misconduct Procedure

The UCD Student Academic Misconduct Procedure is used by the University to address suspected incidents of plagiarism. If you are suspected of plagiarism the following procedure may be applied

School Academic Integrity Committee

- You will be informed if your work has been referred to the School Academic Integrity Committee for review.
- You will be invited to a meeting to discuss the alleged plagiarism. It is important that you attend this meeting because the committee wants to hear your response to the allegation of plagiarism.
- You can be accompanied by someone to support you at the meeting such as a student adviser, friend or member of the Students' Union.
- For more serious or repeated breaches the committee may decide to refer the case to the University's Student Discipline Procedure, without any decision.
- If you do not engage with the School's attempts to make arrangements to meet you, the committee may choose to make a decision in your absence.
- The committee may take into account extenuating or mitigating circumstances when making decisions.

Decisions of the School Academic Integrity Committee

Where a committee has decided that a breach has occurred the following decisions can be made

- Student is permitted to
 - resubmit a component assessment, incurring a late submission penalty.
 - resubmit a component assessment and direct that the grade be capped/reduced.
- The grade for the component assessment may be capped or reduced, without the opportunity to resubmit.
- the alleged breach should be referred, without decision, to be dealt with under the Student Discipline Procedure.

In cases where it is determined that plagiarism has taken place the [UCD Plagiarism Tariff](#) is used to guide decision-making on penalties.

Student Discipline Procedure and Penalties

Where cases of alleged plagiarism or reports of other categories of academic misconduct are referred to be dealt with under the [Student Discipline Procedure](#) a Student Conduct Meeting will be arranged and the steps set out in section 5 of the procedure will be followed. A possible outcome of this meeting is referral to a Student Disciplinary Committee Hearing. Penalties are detailed in sections 5.5 and 7 of the Student Discipline Procedure. Student disciplinary committees may decide to impose any penalties available to them under the Student Discipline Procedure appropriate to the nature of the breach of the Student Code of Conduct. In addition to academic penalties, formal reprimands, fines and suspensions are available. Students may appeal decisions relating to allegations of plagiarism on specified grounds. See [Student Appeals Procedure](#).

TIPS FOR AVOIDING PLAGIARISM

The UCD Library provides helpful resources on academic integrity and avoiding plagiarism. Here are the Library's top 5 tips. See their website for plagiarism tutorials and further guidance <https://libguides.ucd.ie/academicintegrity/avoidplagiarism>



1. Acknowledge all sources. If using information from others, indicate where it came from in your text and reference list using a citation style.



2. Record where all quotes or new ideas come from when making notes in preparation for assignments.



3. Paraphrase correctly; express the information of others in your own words, along with an in-text your citation and reference.



4. Quote correctly; when directly quoting from a text include appropriate quotation marks or indentation. Include a reference at the end. (See your [School's Style Guide](#) for details)



5. Check your school's preferred [citation style](#). Keep the style guide to hand when writing assignments so you can include in-text citations and references in the correct format.