UCD School
of
Nursing, Midwifery & Health Systems

School Policy on Plagiarism

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Definition of plagiarism

University College Dublin (UCD) and the UCD School of Nursing, Midwifery & Health Systems define plagiarism as follows:

1. Presenting work authored by another person. This includes the work of other students, friends, family, or work purchased through Internet or other services;
2. Presenting work copied extensively with only minor textual changes from the Internet, books, journals or any other source;
3. Improper paraphrasing, where a passage or idea is summarised without due acknowledgement of the original source;
4. Failing to include citation of all original sources;
5. Representing collaborative work as one's own;
6. Self-plagiarism, which is submitting the same (or closely similar) body of work for two different assessments in this, or any other, institution

Introduction

University College Dublin places responsibility on individual Schools to promote academic integrity and to provide guidance to students and staff on plagiarism. Accordingly, Schools must have arrangements for dealing with plagiarism and must determine the penalties or consequences for a student who is found to have submitted plagiarised material. The UCD policy on plagiarism[1] states:

> Each Head of School will ensure that appropriate advisory arrangements are in place to promote academic integrity in the subject area and to provide guidance on instances of plagiarism. This responsibility may be vested in a nominated individual

> Each School will periodically evaluate its arrangements for dealing with plagiarism to ensure that where any recurrent patterns of plagiarism emerge, either in the case of individual students, or groups of students, its overall approach is appropriate and capable of ensuring that any further recurrences are addressed

> Suspected instances of plagiarism should be assessed within the School and a determination made as to whether the matter may be resolved at a local level or whether a referral to the Registrar under the University's disciplinary procedures is required

Additionally, the policy states:

Where an examiner detects a suspected instance of plagiarism in a student's assignment or examination, taking account of the specific context and nature of the case, any of the following courses of action may be followed:

> Discussion directly with the student to provide advice about correct citation and how to avoid plagiarism in the future. The student may be required to resubmit the work without any further penalty

> Referral of the alleged instance for review according to the School's plagiarism advisory arrangements. The student may receive a verbal or written warning, will receive advice about correct citation and may be required to resubmit the work with or without an academic penalty

> Referral of the alleged instance to the University Registrar for resolution via the University's disciplinary procedures. In some contexts, a first instance may require referral directly to the Registrar.

The module coordinator/examiner does not have the authority to impose a penalty for plagiarism. Only the Programme Board or the Registrar can impose a penalty. The module coordinator/examiner can either: a) discuss the case with the student and have the matter corrected, or b) refer the case to the School Plagiarism Committee.

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[1] Extracts from UCD Plagiarism Statement

Establishment of a School Plagiarism Committee

In order to ensure that fair procedures are in place for academic staff and students, the School is required to establish a School Plagiarism Committee. This committee will ensure a clear and consistent approach across all cases of alleged plagiarism. Suspected cases of plagiarism are normally referred to this School-level Committee through its chair *in the first instance*. The School Plagiarism Committee is empowered to refer a case onto the Registrar.

The UCD policy on plagiarism states that prior to the submission of assessments, students *must* be informed about plagiarism. The correct method of citation must be explained and all written material submitted for assessment must be accompanied by a signed Plagiarism Declaration Form.

The system for dealing with alleged cases of plagiarism in the School will show that academic work is valued and that the academic integrity of the University examination process cannot be compromised. All alleged cases of plagiarism will be dealt with on a case-by-case basis.

This policy refers to assessment work submitted by undergraduate and graduate students as well as draft chapters submitted to supervisors by students preparing a thesis for a doctoral or research master's degree.

Procedure for dealing with a case of alleged plagiarism

The UCD School of Nursing, Midwifery and Health Systems (SNMHS) Plagiarism Committee will examine all alleged cases of plagiarism and has the authority to recommend to the Programme Board that a sanction be imposed on a student if a case of plagiarism has been substantiated.

All submitted assessments must include a Plagiarism Declaration, signed by the student. Where there is prima facia evidence of plagiarism, the examiner may refer the case to the School Plagiarism Committee. The examiner is not authorised to impose a penalty for suspected plagiarism. Where a module examiner suspects that a student's work meets any of the above definitions then he/she must address the issue using one of the approaches outlined below.

Where the School Plagiarism Committee establishes that an act of plagiarism has occurred, it will make a recommendation to the Programme Board regarding the type of penalty that should be imposed.

Where an examiner suspects that a student has plagiarised material submitted for an assessment, whether in whole or in part, then he/she requests, in writing, that the student attend a meeting with the examiner to discuss the matter. The examiner does not return any grade for the material at this point. Following this meeting, the examiner may do any **one** of the following:

1. Take no further action and return the appropriate grade for the material submitted
2. Do not return a grade for the material submitted and request the student to rectify the passage or passages in question within a defined period, which will normally be 48 hours, without imposing any penalty. The material is then reassessed.
3. Do not return a grade for the material submitted and refer the case to the Chair of the School Plagiarism Committee and inform the student that the case is being referred to the Committee

Having examined the case, the School Plagiarism Committee may undertake any **one** of the following courses of action:

1. Direct the student to resubmit the work within a defined period, which will normally be 48 hours following formal notification of the sanction by the Committee, with no academic penalty
2. Direct the student to resubmit the work within a defined period, which will normally be 48 hours following formal notification of the sanction by the Committee and direct that the grade for the resubmitted material will be capped at the grade of D- (Grade point 2.0)
3. Recommend to the Programme Dean that the grade for the plagiarised material be entered as 'NG'
4. Refer the case to the Registrar.

In all cases, the student and module leader is notified in writing by the Chair of the School Plagiarism Committee or Programme Dean of the outcome of the Committee's decision.

Procedure for dealing with a case of alleged plagiarism (research degree students)

On being offered a place on a research degree, students are requested to complete a Plagiarism Declaration Form (see page 6) that applies to all drafts and final submissions of graduate work.

Where there is *prima facia* evidence of plagiarism, the principal supervisor may refer the case directly to the School Plagiarism Committee. However, a number of other courses of action are available (on a case-by-case basis), as follows:

1. The supervisors indicate to the student their evidence that the work constitutes plagiarism, and advise the student to inform him/herself fully about what constitutes plagiarism. The student is allowed an opportunity to resubmit the work after a reasonable timescale. It is made clear to the student that it is entirely his/her responsibility to ensure that he/she understands the meaning of plagiarism and is pro-active about informing him/herself about it.

2. If the student resubmits work that continues to indicate plagiarism or elements of plagiarism, a Doctoral Studies Panel or Research Masters Panel is convened and the allegation of plagiarism is examined. A decision is made by the Panel as to whether or not the matter should be referred to the School Plagiarism Committee.

If the matter is referred to the School Plagiarism Committee, one of the following courses of action may be taken:

1. The student is allowed an opportunity to re-submit the work to his/her supervisors.
2. The case is referred to the Dean or his/her nominee.
3. The case is referred to the Registrar.

Graduate (Research Degrees)
Plagiarism Declaration Form

- I certify that I have read and fully understand the consequences of plagiarism as discussed in the UCD School of Nursing, Midwifery and Health Systems Policy on Plagiarism and the UCD Plagiarism Policy.
- I fully understand the definition of plagiarism and am aware that details about plagiarism appear on the web page of the UCD library. I understand that it is my responsibility to read and familiarise myself with these.
- I have been made aware of the School Referencing Guidelines on the website of the UCD School of Nursing, Midwifery and Health Systems that cover the appropriate citation of source material, and will use these guidelines in submissions as part of my graduate work.
- All drafts of work and/or assignments and the final version submitted as all or part of my research degree will be my original work and will not be plagiarised.

SIGNED
SURNAME:
FIRST NAME:

Date:

Informing students about plagiarism in the School

All material submitted for modular assessment is subject to the School Plagiarism Policy as is set out in this document. This Policy also applies to students in other programmes who take SNMHS modules and who submit work for assessment.

In order to ensure that all students are well informed, the module leader must ensure that part of a module delivery is dedicated to informing students about academic integrity and honesty.

All documents, that is, the School Plagiarism Policy and declaration sheet, must be made available on Blackboard for the students in all modules at undergraduate and graduate level.

Use of electronic plagiarism detection systems

UCD routinely uses plagiarism detection systems (PDS) for electronically-submitted material. This may involve the use of external companies, who may store material prepared as UCD assignments, theses, etc., in their databases for plagiarism detection by UCD and other institutions. If a module coordinator chooses to use a PDS, then students are required to submit their work, electronically, as directed by the module coordinator.

School Plagiarism Committee

To ensure a consistent and fair approach, the UCD School of Nursing, Midwifery & Health Systems has established a Plagiarism Committee. This is the School's forum to which examiners refer suspected cases of plagiarism.

The remit of the Committee is threefold:
1. To advise the School Programme Examination Board on plagiarism.
2. To examine alleged cases of plagiarism in submitted work.
3. To impose an academic sanction where appropriate.

The Committee will normally consist of the following members:

- o Chair, Associate Dean for Teaching & Learning
- o The relevant Associate Dean(s)
- o Three other academic staff, who shall be the Dean's nominees
- o The Programme Office Director

The Committee will be considered quorate when a minimum of half of the members are present.

Committee procedures
When the Committee is convened to discuss one or more cases of alleged plagiarism, it will be furnished with all of the evidence to substantiate the allegation in advance. The student may be requested by the Committee chair to present to the Committee to answer the allegation of plagiarism. This is to ensure that any student whose work is under investigation will have the opportunity to explain and/or refute the claim. The student may elect to decline to appear before the Committee.

Where the Committee is convened to discuss a student's case of alleged plagiarism, the student is advised that the meeting of the Committee does not constitute a formal disciplinary hearing of their case. However, if attending a meeting of the Committee, the student may elect to have an advocate present, of their own choosing. An advocate could include one of the following:

- o An elected official from the Student's Union
- o A member of staff from the SNMHS
- o A student advisor

The module examiner who identified the alleged instance of plagiarism may be invited to attend the Committee.

Report from examiner
When submitting work to the Committee for investigation, the module examiner must include a copy of the work in question with the passages highlighted and original sources identified, such as a web page or the relevant passage(s) from a book or journal article. For the report, a print out from an electronic plagiarism detection system will be acceptable, as will hand written notes on the work. The examiner should also complete a Plagiarism Report Form, a sample of which is presented at the end of this document. In the absence of required documentation/evidence, the committee will be unable to investigate the case.

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Appeals Procedure
A student has the right to appeal the decision of the Plagiarism Committee. This can be done through the Assessment Appeals procedure. See:
http://www.ucd.ie/appeals/exam_appeal.htm

Sample forms

1. Plagiarism Declaration sheet and form
2. Cover sheet for Undergraduates and taught Graduates(Module Coordinators Report)
3. Cover sheet for Research Students (Module Coordinators Report)

Plagiarism declaration sheet and form

The Plagiarism Declaration can be made available electronically but students must agree to their terms every time they submit work for assessment.

I certify that ALL of the following are true:

1. I have read and fully understand the consequences of plagiarism as discussed in the *School of Nursing, Midwifery & Health Systems Policy on Plagiarism*, and the *UCD Plagiarism Statement; Plagiarism Policy and Procedures*. These documents were available to me.

2. I fully understand the definition of plagiarism.

3. I recognise that a plagiarised project (in whole or in part) may be subject to the penalties as outlined in the *UCD School of Nursing, Midwifery & Health Systems Policy on Plagiarism* and the *UCD Plagiarism Statement; Plagiarism Policy and Procedures*.

4. I have not previously submitted this work, or any version of it, for assessment in any other subject in this, or any other, institution.

5. I have given my correct information on this Declaration and all details are the same as those on my student card.

6. I have not plagiarised any part of this project and it is my original work

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Plagiarism Declaration Form

TITLE OF SUBJECT:

ACADEMIC YEAR:

Module Name: _____

Module Code: _____

I certify that ALL of the following are true:

1. I have read and fully understand the consequences of plagiarism as discussed in the *School of Nursing, Midwifery & Health Systems Policy on Plagiarism* and *Plagiarism Declaration*, and the *UCD Plagiarism Statement; Plagiarism Policy and Procedures*. These documents were available to me.
2. I fully understand the definition of plagiarism.
3. I recognise that a plagiarised project (in whole or in part) may be subject to the penalties as outlined in the *School of Nursing, Midwifery & Health Systems Policy on Plagiarism* and the *UCD Plagiarism Statement; Plagiarism Policy and Procedures*.
4. I have not previously submitted this work, or any version of it, for assessment in any other subject in this, or any other, institution.
5. I have given my correct information on this Declaration and all details are the same as those on my student card.
6. I have not plagiarised any part of this project and it is my original work.
7. I have used the appropriate citation index

Signature: _____

Surname (PRINT): _____

First Name (PRINT): _____

Student Number: _____

**Module Coordinator's Report to the
UCD School of Nursing, Midwifery & Health Systems
Plagiarism Committee**

Undergraduate and Taught Graduate

Name of course   _____

Name of module   _____

Student's name and number   _____

Module coordinator's name   _____

Coordinator's contact details   _____

Additional Information
1. Were students provided with information about plagiarism in this module? Yes / No

2. Did the student complete a plagiarism declaration form? Yes / No

3. Have you had a discussion with the student about suspected plagiarism in the attached work? Yes / No

Module coordinator's signature   _____

Date   _____

**Module Coordinator's Report to the
UCD School of Nursing, Midwifery & Health Systems
Plagiarism Committee**

Research Graduate

Complete the following details where appropriate.

Name of course   _____

Name of supervisor   _____

Student's name and number   _____

Thesis title   _____

                                        _____

                                        _____

                                        _____

Supervisor's contact details   _____

Additional Information (please answer all three questions):
  1. Were students provided with information about plagiarism? Yes / No
  2. Did the student complete a plagiarism declaration form? Yes / No
  3. Have you had a discussion with the student about suspected plagiarism in the attached work? Yes / No

Supervisor's signature   _____

Date   _____