

## School of Computer Science: Plagiarism Policy and Procedures

These policies and procedures should be read in conjunction with the UCD policy on Plagiarism and Academic Integrity, as well as the relevant sections (especially 6.2 and 6.3) of the UCD Student Code – both are available at:

<http://www.ucd.ie/students/guide/academicregs.html>

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

1. The staff member 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.
2. Where plagiarism is suspected in an element of work submitted for assessment, the entire submission should receive a mark of 0<sup>1</sup> initially.
3. At least 2 members of the CS Plagiarism subcommittee investigate the case. This may include talking to the staff member and reviewing material relevant to the alleged plagiarism. If they determine there is a basis for suspicion, the CS Plagiarism subcommittee will request an interview<sup>2</sup> with the student(s), usually individually<sup>3</sup>. The student is entitled to be accompanied by 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. The student should note that this is an investigative meeting **not** a disciplinary hearing.

If students requested to meet the CS Plagiarism subcommittee do not make themselves available for interview, then the School will normally refer their cases directly to the University's student disciplinary process.

4. The outcome of the CS Plagiarism subcommittee investigation will be one of the following:
  - (a) there is insufficient evidence of plagiarism: the staff member is requested to re-mark (or re-grade, as appropriate) the component in full.
  - (b) there is sufficient evidence of plagiarism, in which case:
    - I. normally the 0 mark initially awarded is confirmed (or if the plagiarised material was not given a 0 mark, this is now recommended). Staff members should note that the CS Plagiarism subcommittee is not concerned with the consequences of this 0 mark, as that is a matter for the Module Coordinator and/or the relevant Programme Board.
      - i. In exceptional circumstances, the student may be allowed to re-submit their work as a first attempt, or capped at some mark/grade;
    - II. 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 the University's

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<sup>1</sup> Or grade of NG if appropriate – applies to all instances of “0 mark” in this document.

<sup>2</sup> The CS Plagiarism subcommittee will try to arrange an interview time/date that suits each student.

<sup>3</sup> The staff member alleging plagiarism is not normally invited to attend these interviews.

student disciplinary process. According to UCD policy, “If established, the student will be subject to the following penalties which may be applied in whole or in part:

- a) Re-submission, where the maximum grade awardable is D- or equivalent;
- b) Exclusion from the module;
- c) Exclusion from the programme.

Where a case of plagiarism referred to the Registrar of their nominee has been proven, the outcome of the case will be detailed on the student’s record by the Registrar’s Office”.

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

### Notes

- Module coordinators should address 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 entry to Gradebook.
- 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 students 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 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:  
<http://libguides.ucd.ie/academicintegrity>  
<http://libguides.ucd.ie/academicintegrity/internetciting>  
<http://www.ucd.ie/library/elearning/plagiarism/story.html>