



Information leaflet in relation to Plagiarism

The Dublin Institute of Technology considers plagiarism to be a serious academic offence. Plagiarism is a breach of academic values, academic conventions and codes of practice. It is widely accepted within academia that in the pursuit of knowledge, innovation and creativity academics and students alike will build upon the works of others. Fundamental to this process of human inquiry and discovery is the prerequisite that all sources of information utilised should be appropriately acknowledged. This elementary precondition enables the cultivation of scholarly activities and research to progress in an open and free environment.

Definition of plagiarism

Plagiarism is regarded as either intentionally or unintentionally the '*passing off*' of others' work as one's own. This includes the using of others' ideas, information presented or accessed in either visual or audio formats and asking or paying another to produce work.

In short, do not:

- Pass off another's work as your own
- Ask another to do work which you claim as your own
- Buy or copy work from electronic sources which you claim as your own
- Use another's ideas as your own

Plagiarism can be either an intentional act whereby work is deliberately utilised and claimed as one's own, or it can occur unintentionally either through bad academic practice by the student or failure to inform yourself about the Institute's regulations. Plagiarism is not confined to written assignments, projects or theses; it incorporates all academic work, including practical workshops, demonstrations, three dimensional work and artistic practice.

How to avoid plagiarism

The best way to avoid plagiarism is to become informed. You should request information from your lecturer, examine programme writing style guides and conventions, access programme documents and consult the Institute's General Assessment Regulations. Be clear about the particular referencing system of the discipline concerned, while noting that with modularisation students may study modules in different disciplines. Therefore, be sure you are using the correct referencing procedure appropriate to the discipline you are studying. Above all, clearly acknowledge all sources of information you have accessed during your work. The Institute's Library Services have several useful texts on plagiarism which are both accessible and informative, and they are a good guide to referencing. Library staff provides Information Literacy sessions that include guidance on referencing and plagiarism.

Students may be asked to sign a declaration on all written assignments/theses submitted to verify that the work is not plagiarised. If such a declaration is not signed, however, students will still be subject to the regulations governing plagiarism.

Procedure for suspected case of plagiarism

While the lecturer may utilise their own professional judgement firstly to resolve the matter, some suspected cases of plagiarism may have to be dealt with by following *due process* as outlined below. Any judgement made will be confined to academic assessment principles, the Institute's regulations and based on an *academic decision*.

Initial stage

If a lecturer suspects that plagiarism has occurred, they shall notify the Head of School/Department/Assistant Head of School, as appropriate, who will inform the student of the concern and arrange a meeting (within 10 working days). In attendance should be the relevant Head of Department/Assistant Head of School, the lecturer, the student and a student representative (optional student's choice). During this meeting the student will be clearly informed of the precise nature of the concern. The student will be asked to provide clarification relating to the concern, they may also provide additional details in relation to the matter. At the end of this meeting the Head of Department/Assistant Head of School and the lecturer will consider the case (taking into account the academic experience of the student and the cultural background) make an academic decision and choose one of the following options:

- (i) The matter has been resolved.
- (ii) To resolve the matter the student may need to resubmit the work in question.
- (iii) The matter is not resolved.

If the matter is not resolved (option iii) the Head of Department/Assistant Head of School should promptly report the case to the Head of School who in turn will request the Faculty Administrator to move the case to the Panel of Enquiry stage as provided for in Chapter 10 of the General Assessment Regulations. The student has a right to be informed of the membership of the Panel of Enquiry.