Plagiarism Policy

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Ó FIAICH INSTITUTE

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Overview

Ó Fiaich Institute is committed to ensuring that student assessment procedures are consistent, transparent and fair. Plagiarism undermines the value and integrity of the overall process and calls into question standards of assessment at the Institute. Therefore, it is essential to have a policy on dealing with instances of plagiarism so that students understand the consequences of this form of dishonest behaviour.

Plagiarism is a serious infringement of the Examination Rules and Regulations of Ó Fiaich Institute.

For the purpose of this document, the following definition of plagiarism applies:

"Plagiarism is the presentation of someone else's ideas, arguments, concepts or work as your own by failing to reference or acknowledge it properly".

The Institute is committed to preventing and detecting instances of plagiarism and taking appropriate measures when plagiarism has been detected or suspected. This includes:

- Informing students of the Institute's position on plagiarism, the methods used to detect plagiarism, and the consequences of plagiarising another's work or other dishonest behaviour.
- Implementing relevant, objective, fair, consistent and transparent assessment practices, which provide students with opportunities to demonstrate their mastery of knowledge, skills and competence appropriate to studies and level of award.
- Ensuring that students are instructed in what constitutes plagiarism, what fair practice means, and how to use appropriate referencing techniques.
- Using appropriate techniques to examine each student's work to verify authorship (including electronic programs and software designed for such purpose).
- Taking disciplinary action, as necessary.

1. **Scope of the Policy**

This policy applies to work submitted for assessment. All work, whether submitted in hard copy format or electronically (for example, via email or Moodle), is subject to the terms of this policy.

Plagiarism is regarded as a serious academic offence, and evidence of plagiarism in learners' examination and course work submissions will be penalised and may lead to formal disciplinary procedures. While a student may not intentionally set out to plagiarise, all instances of plagiarism whether deliberate or unintentional - are subject to the terms and procedures of this policy. Additionally, facilitating other learners engagement in plagiarism is considered a breach of academic integrity and will also be penalised and may lead to formal disciplinary procedures.

2. Some Examples of Plagiarism

Plagiarism can be defined as:

- Presenting for assessment any work which has been written, generated or created by a third party, including the internet, other students, family members, friends, former students or other agencies or services (for example, work purchased from online service providers).
- Including in an assessment excessively large amounts of text or content copied from any source or medium with or without reference.
- Using someone else's exact words without the appropriate inclusion of quotation marks and without giving proper credit to the author.
- Failure to cite authors or sources and/or failure to provide appropriate references.
- Paraphrasing, rewriting or summarising ideas, text or content from an original source without acknowledging the source.
- The submission of collaborative work which does not make clear what the individual has contributed to the overall effort.

3. How to Avoid Plagiarism

It is the learner's responsibility to avoid plagiarism. Learners should seek advise on this where they have any doubts. Learners can avoid instances of plagiarism by:

- Taking responsibility for their own work and protecting their work.
- Being aware of all examination and assessment rules and regulations, including the plagiarism policy.
- Signing the declaration of authorship. By signing the declaration on assignment submission, the learner is acknowledging that the content of that assessment is their own original work and has not been plagiarised.
- Familiarising themselves with the definition and concept of plagiarism and the use of referencing systems. This can be achieved by taking instruction from their teachers and seeking advice where needed.
- Ensuring the words and arguments of others are appropriately cited and referenced using an accepted referencing system such as the Harvard referencing system.

4. Consequences of Plagiarism

If plagiarism is detected, the following consequences may be applied:

- The loss of some or all of the marks of the particular assessment/ coursework.
- The loss of marks from other forms of assessment/coursework undertaken in the particular academic year if this is considered appropriate or necessary by the college.
- A request for the entire work in question to be resubmitted where appropriate.
- Attendance at the Ó Fiaich Institutes' disciplinary committee.