Procedure Title:	Procedure for Preventing and Responding to Cases of Suspected Plagiarism
Description:	Procedural document depicting Marino Institute of Education's stance on the prevention of plagiarism and their response to plagiarism should cases arise.
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Procedure for Preventing and Responding to Cases of Suspected Plagiarism

1 Context

"Plagiarism is the act of presenting the work or ideas of others as one's own work, without due acknowledgement… It is the responsibility of the author of any work to ensure that he/she does not commit plagiarism…Plagiarism is considered to be academically fraudulent, and an offence against academic integrity that is subject to the disciplinary procedures of the University." (Trinity College Dublin, the University of Dublin, Plagiarism Policy) (Trinity College Dublin, the University of Dublin hereafter referred to as Trinity). The referencing conventions that are used in Marino Institute of Education (MIE) are those of the American Psychological Association. Details of this referencing system are widely available online and a document about "Conventions for Scholarly Referencing in MIE" is available in the Registrar's Office section of *Moodle*.

1.1 Why is plagiarism regarded as such a serious offence?

When producing scholarly work, members of the academic community build on ideas and work done by others. However, this must be done explicitly and transparently, giving acknowledgement to the authors whose work is being built on. Plagiarism can arise from actions such as:

1.1.1 Copying another student's work

1.1.2 Enlisting another person or persons, company or software or AI to complete an assignment on the student's behalf without clearly and fully acknowledging the assistant and the extent of the contribution

1.1.3 Quoting directly, without acknowledgement, from books, articles or other sources, either in printed, recorded or electronic format

1.1.4 Paraphrasing, without acknowledgement, the writings of other authors

1.1.5 Submitting work that was previously submitted in the same or in another module, or to the same or to another institution constituting self-plagiarism.

1.1.6 Procuring, whether with payment or otherwise, the work or ideas of another and submitting them as one's own work.

1.2 Many cases of plagiarism that arise could be avoided by following these guidelines:

1.2.1 If students paraphrase or directly quote material from another source in an assignment, presentation, project etc., provide a full reference that gives details of the source of the work. The original work should be cited both in the text (following the quoted or paraphrased material) and in a reference list at the end of the work.

1.2.2 When studying and taking notes, record where notes or quotes are taken from so that if necessary, they can be referenced later.

1.2.3 In particular, if information is obtained from the Internet or other online sources, take care to keep track of the source of the information so that it can be fully acknowledged.

2 Submission of Course Work

All students are required to complete the online tutorial "Ready, Steady, Write" which is available here: About this guide - Academic Integrity - Library Guides at Trinity College Dublin (tcd.ie). "Ready, Steady, Write" is a useful guide to what constitutes plagiarism but MIE students should note that it refers to Trinity's regulations on plagiarism and students in MIE are covered by MIE regulations and not the regulations of Trinity.

When submitting assessed work, students must complete cover sheets containing the following declaration:

I have read and I understand the plagiarism provisions in the course handbook and in the Plagiarism Procedure document. I have also completed the Online Tutorial on avoiding plagiarism, "Ready, Steady, Write," located at About this guide - Academic Integrity - Library Guides at Trinity College Dublin (tcd.ie). I declare that this is my own original work.

3 Information about Plagiarism

Advice about how to avoid plagiarism is available from the librarian, lecturers, teachers and supervisors. Advice is also available about the appropriate methodology for students to use for their work.

It is a student's responsibility to make sure their work is not used by others without acknowledgement. The student whose work is used unreferenced by another is considered an accomplice, knowingly or unwittingly, in the act of plagiarism.

Students can support one another in assignments by offering feedback on a section or by recommending a useful resource. However, if a student makes an assignment available to another student (in the same year or in a different year of the programme), the student who shares the assignment risks being an accomplice to plagiarism. If a student is stuck on how to get started on an assignment, this should be discussed with the module lecturer.

4 Turnitin

MIE now provides staff and students with access to Turnitin, a well-established software application that is designed to detect possible plagiarism and/or work completed using artificial intelligence Individual lecturers will advise students on the requirements to use Turnitin for submitting specific pieces of coursework, as appropriate. Turnitin is a web-based application that checks submitted work against databases of articles and assignments in order to make it easier to evaluate the originality of a piece of academic writing.

5 When Plagiarism is Suspected

5.1 Stages in the Plagiarism Procedure

This procedure identifies three stages in a process that are followed where plagiarism is suspected. The stage that is applied depends on factors such as the student's stage of study, the student's response to an allegation of plagiarism, previous plagiarism cases involving the student, or mitigating circumstances that may apply.

5.2 Levels of Plagiarism

Table 1: Levels of Plagiarism

Level 1	Less than 20% of a piece of work or not more than two paragraphs
Level 2	Between 20% and 50% of a piece of work or more than two paragraphs but not more than five paragraphs
Level 3	More than 50% or more than five paragraphs
Level 4	Close to 100%

Stage 1

In Stage 1, if plagiarism is suspected, the module lecturer will in the first instance contact the Registrar's Office to check if the student has been found to have plagiarised in the past. If the suspected offence is a student's first offence, and if the amount of material suspected of being plagiarised is at levels 1 or 2 (see section 5.1, Table 1 for an overview of the levels), the matter can be dealt with directly by the lecturer. In such cases the lecturer must meet with the student, put the lecturer's concerns to the student and ask the student to respond. The student may be accompanied to the meeting by his/her tutor if the student wishes (See Tutor System Policy and Tutor System Procedure documents). If the lecturer is satisfied that plagiarism occurred, the following penalties will be applied:

- Level 1 (first offence): Mark for work reduced by 20% of the original mark merited. This penalty recognises the offence that was committed but provided the rest of the work was of a II.2 standard or higher, the student will not have to resubmit the work.
- Level 2 (first offence): Resubmit piece of work for annual exams (where practicable or for supplemental exams where this is not possible) – the resubmitted work will be marked with no cap on the mark. In this case the penalty does not relate to marks but to having to resubmit the work and possibly having the marks for the work delayed. Results of this nature are recorded as INC denoting incomplete work, on the student's annual transcript.

The lecturer will inform the student and the Registrar's Office of the decision. A note of the offence will be recorded in the Registrar's Office and will only be consulted if the student is involved in another suspected case of plagiarism in the future. The matter will end there (provided no other case emerges for the same examination session). Students may request information about such records on their files at any time and the material will be removed from the file when the student ceases to be a student in MIE.

If the student is unhappy with the outcome of the meeting, the student may appeal the decision to the Registrar's Office who will initiate Stage 2. If a student wishes to appeal the outcome, an e-mail or letter to the Registrar's Office stating that "I wish to appeal the outcome of my plagiarism meeting" will be sufficient to initiate Stage 2 below.

5.2.1 Stage 2

Table 2: Reasons for Progressing from Stage 1 to Stage 2

Reasons for Stage 2
• Where a student appeals the outcome of Stage 1
• Where a suspected plagiarism offence is not a student's first offence
• Where the amount of plagiarised material suspected is at level 3 or 4 (see section 5.1, Table 1)
• Where a student if found to have plagiarised on two or more occasions for the same examination session and this was not known to either lecturer who applied Stage 1
• Where a lecturer is unable to determine which of two or more students has plagiarised a piece of work

In Stage 2, the Registrar, or their nominee, will invite the student and the subject lecturer to a meeting. The student may invite their tutor or a member of the Student's Union to accompany them to the meeting (See Tutor System Policy and Tutor System Procedure documents). If the student's tutor is also the subject lecturer, the lead tutor may accompany the student to the meeting in place of the tutor. The Registrar, or their nominee, listens to both sides and reaches a decision about the alleged offence. If plagiarism is deemed to have taken place, one of the following penalties will be applied as decided by the Registrar, or their nominee:

i Resubmit piece of work for annual exams – cap on mark

ii Resubmit piece of work for supplemental exams as a second attempt – no cap on mark

iii Resubmit piece of work for supplemental exams as a second attempt – 20% of the marks awarded will be deducted from the marks earned for the piece of resubmitted work. Where this deduction results in the adjusted mark being less than 40%, the adjusted mark will stand at 40%.

The outcome of the meeting will be recorded, and one copy will be sent to the student and one copy will be kept on the student's file (see MIE Records Retention Schedule). The matter will end there unless a student is accused of plagiarism in the future.

If the student is unhappy with the outcome of the meeting, the student may appeal the decision by initiating Stage 3. If a student wishes to appeal the outcome, an e-mail or letter to the Registrar's Office stating that "I wish to appeal the outcome of my plagiarism meeting" will be sufficient to initiate Stage 3 below.

5.2.2 Stage 3

Stage 3 is applied if a student wishes to appeal the outcome of Stage 2. In addition, where the Registrar, or their nominee, deems that a case of plagiarism is of such a serious nature that a more substantial penalty than is available under Stage 2 is needed. In this instance, the Registrar, or their nominee, may move the case to Stage 3 for plagiarism cases such as those relating to a student that has copied a piece of work from another student without their knowledge or when a student is a multiple repeat offender. Stage 3 will also be initiated where a student has been accused and found guilty of plagiarism on at least two prior occasions.

In Stage 3 a committee consisting of a Course Leader, a Principal Lecturer and a Lecturer from another institution will be convened. This committee will meet with the student, the student's tutor or other representative, the subject lecturer and the Registrar, or their nominee, and Vice President Academic Affairs and make a recommendation. This recommendation will depend on the details of the case and it could range from finding that the claim of plagiarism is baseless to classifying it as academic misconduct and/or deciding that it be dealt with under the Disciplinary Procedures in Respect of Students. The outcome of the meeting will be recorded and one copy will be sent to the student and one copy will be kept on the student's file[1]. Outcomes from plagiarism meetings range from:

i. Accusation is groundless
ii. Referring to the Disciplinary Procedures in Respect of Students enacted
iii. Any other outcome previously identified in this procedure document (e.g. resubmit work for annual exams, reduce the mark assigned).

The decision of this committee may be appealed to the President. The President will review the details of the case and her decision will be final.

[1] See Record Management Policy

Table 3: Plagiarism Procedure

Level of Plagiarism			
Level 1	***Level 2***	***Level 3***	***Level 4***
<20% or no more than two paragraphs of work	20%-50% or more than two paragraphs of work	>50% or more than 5 paragraphs of work	Close to 100%

Stage 1

- Original mark merited is reduced by 20% (of that mark)
- Resubmit work if below II.2 standard

Stage 2

- Resubmit work for annual exams – cap on mark
- Resubmit work for supplemental exams as a second attempt – no cap on mark
- Resubmit work for supplemental exams as a second attempt – In this instance the new mark awarded for resubmitted work will be reduced by 20%. Where this deduction results in the adjusted mark being less than 40%, the adjusted mark will not be reduced below 40%.

Stage 3

- Classification of academic misconduct
- Instigation of the Disciplinary Procedures in Respect of Students

6 Group Work

On many modules, students are required to produce work as part of a group. In such instances all group members are responsible for preventing inadvertent or deliberate plagiarism by one or more group members. Each group member needs to be accountable to other group members and as part of this, needs to reveal to all fellow members of the group sources that were consulted while working on parts of the project.

Where an individual reflection or commentary on a group assignment is required, this should be produced by each group member independently. Collaboration or reading the work of others could inadvertently lead to work that constitutes plagiarism. Where an

individual reflection/commentary on a group assignment is deemed to be plagiarised, the stages apply to the group member(s) involved.

Prior to implementing a particular stage, the lecturer or committee concerned will meet individually with each member of the group to determine if any member(s) of the group acknowledges responsibility for the plagiarism that occurred. If some group members acknowledge full responsibility, and where all group members are in agreement, the penalty will be borne by the person(s) who accepts responsibility. Where no member(s) acknowledge such responsibility or where responsibility is shared or where it cannot be determined, then the penalties will be applied to each group member. Once this is established, the stages outlined above apply to all members of the group. The consequences for individual group members may vary, depending on any previous incidents in which they were involved.

7 Responsibility

The overall responsibility for this procedure lies with the Registrar and Vice President for Academic Affairs.

8 Reference

Trinity Plagiarism Policy

9 Related Documents

9.1 Policy on Scholarly Conventions

9.2 Disciplinary Procedures in Respect of Students

9.3 Tutor System Procedure

9.4 Tutor System Policy

9.5 Record Management Policy

9.6 MIE Records Retention Schedule