



Plagiarism Code of Practice for Tipperary ETB

CONTEXT

Plagiarism is **the act of copying, including or directly quoting from, the work of another without adequate acknowledgement.** The submission of plagiarised materials for assessment purposes is fraudulent and all suspected cases will be investigated and dealt with appropriately by the College/Centre following the procedures outlined here.

All work submitted by students for assessment purposes is accepted on the understanding that **it is their own work and written in their own words except where explicitly referenced** using the accepted norms and formats of the appropriate academic discipline.

Whilst **some cases of plagiarism can arise through poor academic practice** with no deliberate intent to cheat, this still constitutes a breach of acceptable practice and requires to be appropriately investigated and acted upon.

CODE OF PRACTICE

Regulations, guidelines and procedures regarding plagiarism should be made widely available and a statement included in course handbooks, websites, departmental noticeboards or appropriate hand-outs to students. **Plagiarism can arise through unawareness and therefore it is important to ensure that students understand what is meant by the term and the seriousness of the act.**

It is recommended that all students are required **to sign a short declaration that work submitted by them for assessment purposes is their own** and that such a statement may be attached to a submitted piece of assessment work (or signed at the start of each course/ academic year, acknowledging that the student has read and understood the plagiarism regulations). The purpose of this statement is to remind students of the requirements for the submission of a formally marked assessment.

PROCEDURES

All staff should be made aware of current good practice guidelines; techniques for minimising, detecting and responding to plagiarism.

A teacher who suspects that a submitted piece of student work may be plagiarised should adhere to the following procedure by firstly determining whether it represents a “minor” or “major” offence.

MINOR CASES OF PLAGIARISM

Minor cases are those in which the suspected plagiarism is a first offence and represents poor academic practice. Such cases include:

- **Apparently innocent misuse of materials**
- **Inadequate citation such as poor referencing, inappropriate paraphrasing**
- **Over-reliance on sources without sufficient input of the candidate's own work**
- **Those in which the suspected plagiarism represents only a small proportion of the work and/or an element in a piece of work which makes a small contribution to the mark for the module.**

The teacher, in such cases, may not impose any reduction of marks or in some cases may make a small reduction in marks as appropriate.

MAJOR CASES OF PLAGIARISM

Major cases are those which may include, for example:

- **Copying multiple paragraphs in full without acknowledgement of the source**
- **Taking essays from the internet without revealing the source**
- **Copying all or much of the work of a fellow student with, or without, his/her knowledge or consent**
- **A second offence where the student has been in receipt of an earlier warning.**

DEALING WITH ALLEGED MAJOR CASES OF PLAGIARISM

Sanctions

In such major cases, where the teacher is satisfied that an act of plagiarism has occurred, **the teacher will impose an immediate penalty, which will normally be the award of zero marks to the plagiarised piece within the assessment.**

Appeals

Results can only be appealed after official results are received from QQI. The appeal will be submitted to the official TETB Appeals Process.