

School of Philosophy Plagiarism Procedures

1. The School has a Plagiarism Advisory Committee consisting of the Head of School and the Head of Teaching and Learning. When deemed necessary in the interests of fairness the Head of School may co-opt one or more further members of the School to this Committee. The School's and University's plagiarism policies and procedures are posted in the School of Philosophy, on its website and pointed to in a link on the cover sheet of students' essay submission forms. Students are also encouraged to seek advice from their lecturers or tutors on concerns about what constitutes plagiarism.

2. Procedure to be followed when an examiner suspects plagiarism.

The examiner prepares the evidence and passes it to the School's Plagiarism Advisory Committee. The Committee informs the student straightaway and then chooses between the following three decisions:

- (i) to reject the accusation of plagiarism;
- (ii) to accept the accusation of plagiarism, to fix a penalty for that piece of work, and to arrange a meeting with the student to explain the decision and give advice about correct citation;
- (iii) to refer the issue to the Registrar

The student has the right to representation and support; usually this will be provided by the Student Union. The definition of plagiarism adopted by the School is that provided by the UCD Plagiarism Statement

<http://www.ucd.ie/governance/resources/policypage-plagiarismpolicy/>

The amount of plagiarised material necessary for the accusation to be accepted is about 10% of the amount of the particular submission. Generally the case will be referred to the Registrar only if the student has had a prior accusation of plagiarism accepted. The Registrar has the power not only to insist on a resubmission of the piece of work and reduce the highest possible mark for the assessment to a D-, but also to exclude the student from the module or from the programme.

The standard penalty that the School's Plagiarism Advisory Committee will impose for a case of plagiarism that they accept but do not refer to the Registrar is to require the piece of work to be resubmitted by the student and for the highest possible grade for this resubmission to be fixed at D-. Where appropriate, the student's experience and seniority will be taken into account in determining the penalty.

The fact that a piece of the student's work has involved significant plagiarism may be recorded on that student's official record.