

UCD School of Art History and Cultural Policy

ACADEMIC INTEGRITY & PLAGIARISM POLICY

“Academic Integrity is a fundamental principle that underpins all academic activity. Students should value honesty in their scholarship. Working independently, expressing original ideas, and appropriately acknowledging the ideas of others are important skills that will benefit students beyond their time in UCD.” (<https://www.ucd.ie/secca/studentconduct/>)

In undertaking any academic writing and assessment students should be aware of University and School guidance on correct and appropriate citation and referencing, on avoiding academic misconduct, and on the potential consequences of academic misconduct. Examples of academic misconduct include, but are not limited to the following:

- Plagiarism
- Self-plagiarism
- Misrepresentation of authorship
- Collusion
- Inappropriately using digital or information technology.

The following outlines the School’s Policy on Academic integrity which is aligned with the University Policy on Academic Integrity

(https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=274)

The use of Artificial Intelligence (AI)/ essay-writing software (ChatGPT and similar):

Unless you receive contrary guidance from a relevant module coordinator within the School, and with regard to a specific exercise/ assignment, the use of Artificial Intelligence (AI)/ essay-writing software, such as Chat GPT, is not considered appropriate for the composition of essays and written work. The use of such AI tools may also be defined as plagiarism (see definition below).

Plagiarism:

Plagiarism is academic theft. The Oxford English Dictionary defines it as “the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own,” but it can also encompass submitting the same work for two different assignments. If you are ever unsure about what plagiarism is, please ask a member of the teaching staff to clarify it before you submit your work.

Plagiarism refers to the unacknowledged use of ideas and words which are not your own. By not acknowledging your source or sources, you pass it off as your own. Sources of material include all printed and electronic publications or unpublished material, as well as theses and essays, including essays written by fellow students, essays generated by Artificial Intelligence (AI)/ essay-writing

software, such as Chat GPT, as well as oral arguments, for instance from YouTube. If you take an idea or words from someone / somewhere else, you must provide an accurate and full account of your sources through the appropriate combination of quotation marks and citations.

Self-plagiarism is when you present work for an assignment which has also been submitted (in part or whole) for another assignment at UCD or another institution. The content of each assignment should be distinct and should not copy or repeat material already submitted for assessment.

Avoiding Plagiarism:

When you submit course work to the UCD School of Art History and Cultural Policy, it is implicit that you are submitting material that represents your own work, with any dependence on another's work or another source properly acknowledged, and that all is correctly cited and referenced.

For more information on academic integrity and plagiarism and how to avoid it see:
<https://libguides.ucd.ie/academicintegrity>

Academic Misconduct procedures:

Upon detecting potential academic misconduct in submitted assessments, the module coordinator shall e-mail the student, with a copy to the School Academic Integrity Officer and the appropriate year co-ordinator. As will be made clear in that e-mail, if the student does not respond within fifteen days, a penalty will be automatically applied or if the matter is deemed a serious one the School may convene its own Academic Integrity Committee to discuss the case. The composition and responsibilities of such a committee are specified as part of UCD's Policy on Academic Integrity, available at this link (https://hub.ucd.ie/usis/!W_HU_MENU.P_PUBLISH?p_tag=GD-DOCLAND&ID=274).

The student has the right to request a meeting with two members of academic staff, not including the module coordinator who has made the charge to have the reasons for the charge explained and to provide a response to them. The student has the right to support and representation as provided by the Students' Union at the meeting.

Penalties for Academic Misconduct in the case of course work:

In the case of minor, first-time offences (especially for students at the beginning of university study), module coordinators can exercise their own discretion in determining whether to refer students to the formal School Academic Integrity Committee. In the event of non-referral to the Committee, students will be provided with the opportunity to repeat the assignment in an appropriate period of time to be determined by the lecturer, with the resubmitted work to be capped at a D- (passing grade).

In cases of more substantial or repeat offences, students will be required to attend a formal School Academic Integrity Committee meeting, and will risk having an NM (No Merit) applied to work that was found to be substantially plagiarised. In such cases, offenders will also have their name added to UCD's Plagiarism Record System. Such action will be in accordance with the UCD Student Academic Integrity Policy on the University's governance page.