



Plagiarism Record System – Staff Guide

The revised [Student Plagiarism Policy](#), effective from September 2020, introduces a centralised Plagiarism Record System in InfoHub which enables School Plagiarism Committees to record incidents of plagiarism. The system will be used by School Plagiarism Committees to identify whether students referred to them have previously been found to have plagiarised in other modules. Information collated by this system will be submitted to the Academic Council Committee on Student Conduct and Capacity (ACCSCC) annually.

Details of plagiarism cases can be entered to the system by:

- nominated members of staff in each School. This normally includes the Chair of a School Plagiarism Committee and the member of staff nominated for the purpose of implementing the policy i.e. identifying previous breaches of the Student Plagiarism Policy by students, and recording outcomes decided by a School Plagiarism Committee. In line with the GDPR, access to the system is limited to 2 individuals per School.
- staff of SECCA (Student Engagement, Conduct, Complaints and Appeals team) with responsibility for maintaining records to the Student Discipline Procedure.

The Plagiarism Record System consist of two services:

Service	What this service allows to do?
Reporting and Recording of Plagiarism Incidents Tool	<ul style="list-style-type: none">• Search by individual student• Create and edit plagiarism incidents
Plagiarism Incidents Reporting Tool	<ul style="list-style-type: none">• Generate reports by year, University, College, School

This staff guide provides information in relation to:

1. Accessing InfoHub Plagiarism Record System
2. Reporting and Recording of Plagiarism Incidents Tool
3. Plagiarism Incidents Reporting Tool

Any queries in relation to the Plagiarism Record System should be directed to student.conduct@ucd.ie

Please note that the Plagiarism Reporting Tool is in operation from September 2020, therefore it allows for reporting on plagiarism incidents entered to the system since this time. Data relating to plagiarism incidents that occurred prior to September 2020 is not available on the system.

Part 1 - Accessing Plagiarism Record System

1. Login in to **UCD Connect** / Select **InfoHub**
2. On InfoHub select **Students** from the top menu



UCD InfoHub

My services & information portal

[Students](#) [Research](#) [Human Resources](#) [Finance](#) [Campus](#) [Systems](#)

3. Select **Assessment & Grading** from Students menu

Students



Registration & Class Lists

Information on current module & major registrations and class lists for your School ☆



Assessment & Grading

Links to gradebook, extenuating circumstances and reports relating to assessment ☆



Graduate and Alumni Management

Review conferring, alumni management and first destination returns ☆



Curriculum, Module Capacity & Timetables

View/manage a range of reports and services at school / college level ☆



Student Support

View Student support statistics, manage Student welfare fund applications and manage Student health accounts ☆

4. Services available in Assessment & Grading screen now include 2 new options:

▶ Reporting and Recording of Plagiarism Incidents

Allows members of School Plagiarism Committees to check whether a plagiarism incident was previously recorded for a particular student and to record details of plagiarism incidents that have come before them. Details will only be recorded if a decision is made that plagiarism has occurred. ☆

▶ Plagiarism Incidents Reporting Tool

Allows generating plagiarism incident reports by year, University, College and School. ☆

Part 2- Reporting and Recording of Plagiarism Incidents Tool

This service enables users in Schools to search by student to identify whether any previous plagiarism breaches have been recorded for the student. It also allows users to record and edit plagiarism cases by students and outcomes decided by a School Plagiarism Committee, or where referred, allows SECCA to record decisions taken under the University's Student Discipline Procedure since September 2020.

1. Select **Reporting and Recording of Plagiarism Incidents Tool**
2. Insert the student number or student name / surname in the window and click **Search**

Reporting and Recording of Plagiarism Incidents

Select Student /Alumnus/Applicant:

3. Information relating to any previous plagiarism breaches recorded in relation to the student will be displayed, if applicable. See an example below.

Reporting and Recording of Plagiarism Incidents

Select Student /Alumnus/Applicant:

Details of Plagiarism Incidents for

Incident Type	Module Code	Academic Year	First offence (Y/N)	Assessment Type	Nature of Plagiarism	Outcome	Date of Decision
No Plagiarism Incidents have been recorded for <input type="text"/>							

0 rows took .02 seconds to run

4. To record a new incident, select **+ Add New Incident** button at the bottom of the screen
5. Fill in the required fields using drop down lists on **Add / Edit Plagiarism Incident** screen and **Save**

Add/ Edit Plagiarism Incident

Student*

Academic Year

First offence (Y/N)

Assessment Type

Nature of plagiarism

Outcome

Date of Decision

Part 3- Plagiarism Incidents Reporting Tool

This service enables users to generate plagiarism incident reports by year, University, College and School.

1. Select **Plagiarism Incidents Report** service

▶ Plagiarism Incidents Reporting Tool

Allows generating plagiarism incident reports by year, University, College and School. ☆

2. Select criteria of your search using dropdown lists i.e. **Year** (options include All/Any) and **View** (options include University, College, School / Unit etc.)

Plagiarism Incidents

Select Year: - All/Any - ▼

Select View: University ▼

3. Plagiarism incidents (if any) will be displayed as per your selection

Note: School titles below are used for illustrative purposes and do not relate to real cases

Plagiarism Incidents

Select Year: 2019 ▼

Select View: University ▼

School	No of Incidents			Total
	Presenting in own name work authored by 3rd party	Citation failure	Failure to acknowledge source of writing	
School of Politics and International Relations				1
School of Economics	1			1
School of Chemistry	1	2		3
Total	2	2		5

You can click on a value in the **Total** column to get details of students associated with a specific incident. This will give you the following information:

Note: Details below are used for illustrative purposes only and do not relate to real cases

Plagiarism Incidents

Plagiarism Details for School of Chemistry - Citation failure

Student	Module	Academic Year	First offence (Y/N)	Assessment Type	Nature of Plagiarism	Outcome	Date of Decision
█	CHEM30200 █	2019		Journal	Citation failure	Addressed by the Plagiarism committee	05 Jul 2020
█	CHEM30090 █	2019		Class Test	Citation failure	Addressed by the Plagiarism committee	02 Jul 2020