



# Plagiarism Record System – Staff Guide

The Plagiarism Record System in InfoHub enables School Plagiarism Committees to record incidents of plagiarism. The system is also used by School Plagiarism Committees to identify whether students referred to them have been found to have plagiarised previously. Anonymised information collated by this system will be submitted to the Academic Council Committee on Student Conduct and Capacity (ACCSCC) annually.

Information relating to 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 a member of staff (typically a senior Administrator such as School Manager) responsible for implementing the policy i.e., identifying previous incidents of plagiarism by students and entering outcomes decided by a School Plagiarism Committee. Access to the system is limited to two individuals in each School.
- staff from the Student Engagement, Conduct, Complaints and Appeals (SECCA) team with responsibility for maintaining records relating 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"><li>• Search by individual student</li><li>• Create and edit plagiarism incidents</li></ul>
Plagiarism Incidents Reporting Tool	<ul style="list-style-type: none"><li>• Generate reports by School</li></ul>

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 system may be directed to [student.conduct@ucd.ie](mailto:student.conduct@ucd.ie)

**Please note that the Plagiarism Record System has been operational since September 2020, therefore information relating to plagiarism incidents occurring prior to September 2020 is not available.**

# 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, and /or
- record plagiarism cases by students and outcomes decided by a School Plagiarism Committee. The cases need to be recorded only where the Committee finds that plagiarism has occurred, and the Committee applied a penalty or referred the case (without decision) to the University Student Discipline Procedure.

This tool also allows members of SECCA to record outcomes of the University Student Discipline Procedure in instances where cases were referred by School Plagiarism Committees (without decision).

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 / Subsequent Offence	Assessment Type	Nature of Plagiarism	Outcome	Date of Decision
<input checked="" type="checkbox"/> Plagiarism	CHEM10030	2020/2021	First	Class Test	Other	Addressed by the Plagiarism committee	01 Dec 2020

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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

All fields need to be populated before the form can be submitted. Please contact SECCA for any queries relating to what data should be recorded against a plagiarism incident.

**Student\***

**Academic Year\***

Academic Year must be selected in order for the Module Information for the student to be displayed

**First / Subsequent Offence\***

**Assessment Type\***

**Nature of plagiarism\***

**Outcome\***

**Date of Decision\***

## Part 3- Plagiarism Incidents Reporting Tool

This service enables users to generate plagiarism incident reports for their School.

1. Select **Plagiarism Incidents Reporting Tool** 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** and **View** (the drop down will be pre-populated with the title of your school).

## Plagiarism Incidents

Select Academic Year: 2020/2021 ▼

Select View: School of [REDACTED] ▼

School	No of Incidents				Total
	Self-plagiarism	Presenting in own name work authored by 3rd party	Citation failure	Failure to acknowledge source of writing	
School of [REDACTED]	3	2	6	11	22
<b>Total</b>	<b>3</b>	<b>2</b>	<b>6</b>	<b>11</b>	<b>22</b>

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

If you want to access any details associated with plagiarism incidents recorded for your school, please click on numerical values displayed in the table and further details will appear.

## Plagiarism Incidents

Plagiarism Details for School of [REDACTED] - Total

Student	ID Number	Module	Academic Year	First / Subsequent Offence	Assessment Type	Nature of Plagiarism	Outcome	Date of Decision
[REDACTED]	[REDACTED]	CHEM10030 Chemistry for Engineers	2020/2021	First	Class Test	Other	Addressed by the Plagiarism committee	01 Dec 2020
[REDACTED]	[REDACTED]	CHEM10030 Chemistry for Engineers	2020/2021	First	Class Test	Other	Addressed by the Plagiarism committee	30 Nov 2020
[REDACTED]	[REDACTED]	CHEM00020 Introductory Chemistry (Ag)	2020/2021	First	Assignment	Presenting in own name work authored by 3rd party	Addressed by the Plagiarism committee	02 Dec 2020

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