



Plagiarism Record System – Staff Guide

The Plagiarism Record System in InfoHub enables School Academic Integrity Committees (previously School Plagiarism Committees) to record incidents of plagiarism. The system is also used by School Academic Integrity 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 Academic Integrity Committee and a member of staff (typically a senior Administrator such as a School Manager) responsible for implementing the policy i.e., identifying previous incidents of plagiarism by students and entering outcomes decided by a School Academic Integrity 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
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 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 system may be directed to student.conduct@ucd.ie

Please note that the Plagiarism Record System is operational from September 2020, therefore information relating to plagiarism incidents occurring 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 include 2 options:

▶ Reporting and Recording of Plagiarism Incidents

Check whether plagiarism incidents were previously recorded for a student and record details of new incidents. Incidents will only be recorded if a decision was made that plagiarism has occurred. ☆

▶ Plagiarism Incidents Reporting Tool

Generate reports of plagiarism incidents for your 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 Academic Integrity Committee.

Schools should record plagiarism incidents where a School Academic Integrity Committee decides:

- that plagiarism has occurred, or
- to refer the case without a decision to the University Student Discipline Procedure for consideration.

The above outcomes should be recorded by School on the system as follows:

Outcome of School Process	Option to be selected by School
It is decided that plagiarism has occurred.	Addressed by the Plagiarism Committee
The case is referred without a decision/penalty to the University Student Discipline Procedure for consideration.	Referred to the Student Discipline Procedure*

*Where cases are referred to be dealt with under the Student Discipline Procedure, SECCA will update the outcome accordingly to reflect the decision taken at a Student Conduct Meeting or a Student Disciplinary Committee hearing. SECCA will apply on the following outcomes once the disciplinary process is complete:

Outcome of University process	Option to be selected by SECCA
It is decided that plagiarism has occurred.	Student Discipline Procedure – Plagiarism Occurred
It is decided that plagiarism has not occurred / evidence does not support the alleged breach.	Student Discipline Procedure – Allegation Dismissed

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

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

Student*

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

Module Code*

First / Subsequent Offence*

Assessment Type*

Primary Nature of Plagiarism*

Secondary Nature of Plagiarism (if any)

Outcome*

Date of Decision* e.g. 29 Aug 2022

5. Fill in the required fields using the drop-down lists as follows:

Student	This field will be pre-populated as you have entered the student number in on the previous screen.
Academic Year	Select academic year. Your selection will activate a list of modules (in the field Module Code below) which are available to the student in the given academic year.

Module Code	<p>A list of module codes and associated module titles will be displayed in the following format (see an example below):</p> <p>LAW20170 - Company Law II</p> <p>LAW20340 - EU Economic Law</p> <p>LAW20380 - Property Law II</p>
First / Subsequent Offence	<p>Select from the following options:</p> <p>First Offence</p> <p>Subsequent Offence</p>
Assessment Type	<p>Select from the following options:</p> <p>Assignment</p> <p>Class Test</p> <p>Continuous Assessment</p> <p>Essay</p> <p>Examination</p> <p>Group Project</p> <p>Journal</p> <p>Lab Report</p> <p>Portfolio</p> <p>Presentation</p> <p>Project</p>
Primary Nature of Plagiarism	<p>Select from the following options:</p> <p>Authored by 3rd party / contract cheating</p> <p>Failure to acknowledge source of writing</p> <p>Citation failure</p> <p>Self-plagiarism</p> <p>Submitted collaborative work as own / colluded</p> <p>Other</p>
Secondary Nature of Plagiarism (if any)	<p>Select from the following options:</p>

	Authored by 3rd party / contract cheating Failure to acknowledge source of writing Citation failure Self-plagiarism Submitted collaborative work as own / colluded Other N/A
Outcome	Select from the following options: Addressed by the Plagiarism committee Referred to the student discipline procedure
Date of decision	Enter the date of the Committee's decision.
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #007bff; color: white; border-radius: 3px;">Save</div>	Save the record before leaving the screen.

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

Generate reports of plagiarism incidents for your 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: 2021/2022 ▼

Select View: School of [REDACTED] ▼

School	No of Incidents			Total
	Submitted collaborative work as own / colluded	Authored by 3rd party / contract cheating	Failure to acknowledge source of writing	
School of [REDACTED]	2	13	2	17
Total	2	13	2	17

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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. See an example below.

Plagiarism Incidents

Plagiarism Details for School of Law - Failure to acknowledge source of writing

Student	ID Number	Module	School	Academic Year	First / Subsequent Offence	Assessment Type	Primary Nature of Plagiarism	Secondary Nature of Plagiarism (if any)	Outcome	Date of Decision
		LAW10480 French Law Book Club	School of Law	2021/2022	First	Essay	Failure to acknowledge source of writing	N/A	Addressed by the Plagiarism committee	29 Jun 2022
		LAW10480 French Law Book Club	School of Law	2021/2022	First	Essay	Failure to acknowledge source of writing	N/A	Addressed by the Plagiarism committee	29 Jun 2022