



D U N B O Y N E  
C O L L E G E  
O F F U R T H E R E D U C A T I O N

## **Plagiarism Policy**

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## **1. What constitutes plagiarism?**

Dunboyne College of Further Education defines plagiarism as follows: it is the act of taking and using another person's work as your own. It includes failure to insert references which acknowledge another person's work, reproducing the work of others, including making even small changes without permission. This also includes material which can be taken from books, journals, articles, TV programmes, the internet, class notes, copying another student's work with or without his/her consent.

Plagiarism is also considered to have occurred where there is collusion in submitted work, i.e. where a group of people collaborate or collude to present an assessment or a substantial part thereof, when the examiner required evidence of individual research and outcomes.

The Harvard method of referencing is the recommended format for all sources, taught through academic workshops at the beginning of the year and reinforced by teachers and assessment briefs. (Some courses may also require other styles of referencing, which will be taught in those classes and are specific to those courses.)

## **2. Prevention**

When submitting assignments students must sign the declaration on plagiarism on the brief. If plagiarism is suspected the tutor will speak to the student and the student will be given ample opportunities to explain the similarity within the text.

A random sample of students may be interviewed on the content of their assignment. At interview the general concept of plagiarism will be explained. A tutor may ask questions to check understanding of the content of the assignment. An inability to answer these questions may lead to one or more of the sanctions listed below.

Software methods to identify plagiarism may also be used, for example, Turn It In. As part of academic workshops and during Communications classes students are given tutorials on how to reference, footnote and paraphrase correctly.

## **3. Paraphrasing**

When you paraphrase another author's writing you rewrite their argument using your own words, phrasing and interpreting it in your own way. Academic writing often requires you to explain other people's ideas and arguments. Only in the process of putting these ideas into your own words, making them your own, will you really come to understand them. That is the main reason why as a student you will be told to write using their own words. The more you can express an argument in your own language, the more you will understand it. Another reason to ensure you use your own words is to avoid the possibility of plagiarism.

#### 4. How to paraphrase

- Change the vocabulary
- Reorganise the structure of the argument
- Cite the author directly
- As you study and write your notes, do not copy text directly out of the book (with the exception of direct quotation), instead always write your notes in your own words (note which book or article your notes were drawn from).

#### 5. Summary of Dunboyne College of Further Education Guidelines

##### DCFE Definition of Improper Usage:

- Copying and pasting text from on-line media
- Transcribing text directly from any printed material
- Simply modifying text from any of the above sources. For example, replacing a few select words with one's own does not constitute original work
- Using photographs, videos or audio without permission or acknowledgment
- Using another student's work and claiming it as your own
- Purchasing papers from commercial sources and using them as your own
- Translation from one language to another and submitting it as your own
- Getting another person to do your assignment for you

#### 6. Sanctions

If the allegations of plagiarism are upheld, sanctions may include any or all of the following:

- a. Requirement to repeat the assignment within a set amount of time that will be determined by the tutor
- b. The deduction of a late penalty for re-submission
- c. Zero mark for a specific section that was plagiarised
- d. Zero mark for the assignment
- e. A tutor may deduct a % of the mark available for the assignment, depending on the extent of the plagiarism within the assignment.

Support/advice will be offered to students so that the issue is clarified. The full implication of the penalty must be clarified to the student including any implication for progression and/or award. Details of plagiarism will be recorded on the feedback sheets. The defects of the text in question will be explained and students will be given the opportunity to explain the similarity within the text.

The QA committee regularly reviews the plagiarism policy.