



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 acknowledges 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 learner'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, and when the examiner required evidence of individual research and outcomes.

The Harvard method of referencing is the recommended format for all sources, through academic workshops at the beginning of the year, on MyDCFE, and reinforced by teachers and assessment briefs.

2. 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 your 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.

3. 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).

4. 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 students 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

5. Procedures and Sanctions

When submitting assignments students must sign the declaration on plagiarism on the brief.

Work is submitted through Moodle and may be passed through plagiarism software. This plagiarism software is a tool used to inform the tutor of possible plagiarism but is not the only indicator of plagiarism. Ultimately, the tutor will judge on the level of plagiarism in the student's work.

If there is a suspicion of plagiarism in an assignment or exam, the tutor will discuss this with the student and the student will be given ample opportunity to explain the similarity within the text. If a sufficient explanation is not given, then the plagiarism procedure may be followed (see below).

A random sample of students may be interviewed on the content of an assignment by the tutor to show understanding of an assignment. At interview the general concept of plagiarism will be explained. If plagiarism is suspected learners will be given ample opportunity to explain the similarity within the text. If a sufficient explanation is not given, then the plagiarism procedure may be followed (see below).

The full implication of the penalty will be clarified to the student including any implication for progression and/or award. Details of plagiarism will be recorded on the feedback sheets.

Procedures

- If a sufficient explanation of suspected plagiarism is not given, the teacher may ask the student to re-submit the assignment. Sanctions may be attached to this. In the case of collusion, all students involved may be asked to re-submit.
- Upon re-submission the work will be corrected as normal. If there is still plagiarism in this second submission, then sanctions will apply (see below).
- Repeated offences of plagiarism from the one student will result in referral to the Deputy Principal in charge of Teaching and Learning. Sanctions will apply.
- Should plagiarism be highlighted at the external authenticating stage of the year, this plagiarism policy and procedures still applies.

Sanctions

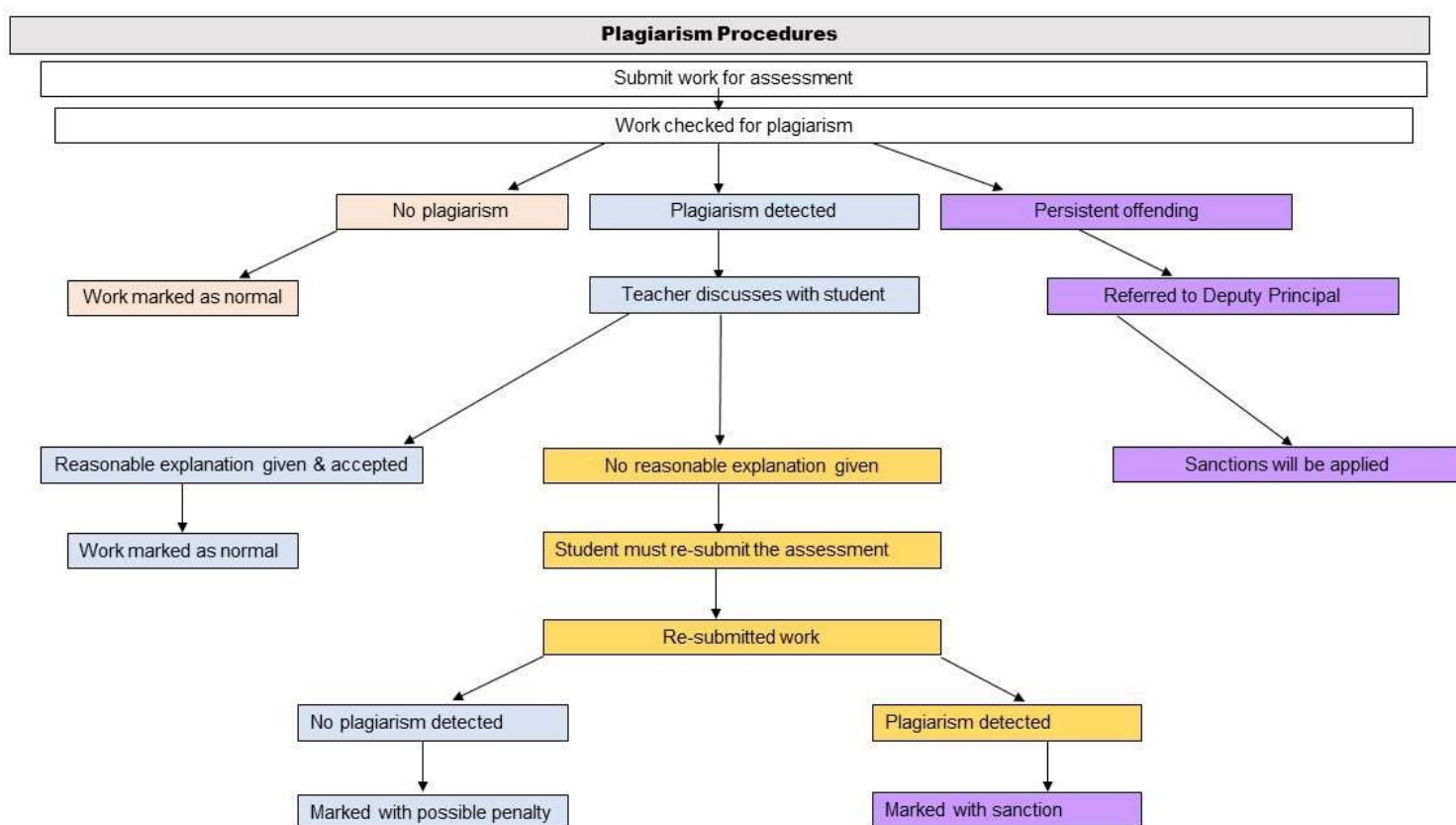
If the allegations of plagiarism are upheld, sanctions may include any or all of the following:

- a. Requirement to repeat the assignment within a set amount of time that will be determined by the teacher (with a possible penalty)

- b. Zero mark for a specific section that was plagiarised
- c. Zero mark for the assignment
- d. Referral to external authenticator and/or results approval panel.

Support/advice will be offered to students so that the issue is clarified. Discuss any concerns with the teacher.

Please note: When a student uploads an assignment they will see the percentage of potential plagiarism. Should the student wish to clarify an issues or concern about this, they may add an explanatory note in an appendix at the end of the assignment.



The QA committee regularly reviews the plagiarism policy.