**DEPARTMENT OF ENGLISH PLAGIARISM POLICY**

**The Department of English follows UCC’s Plagiarism Policy:**

<https://www.ucc.ie/en/media/support/academicsecretariat/policies/examinations/UCCPlagiarismPolicy-V3.0-May2021(4).pdf>

**What is plagiarism?**

Plagiarism is the presentation of work for credit without appropriate attribution. Types of plagiarism include:

1. Presenting someone else’s work or ideas as your own without appropriate attribution.
2. Copying one’s own work for one assignment and resubmitting it for another module is known as ‘self-plagiarism’. Self-plagiarism is where a student’s assignment is identical to an assignment previously submitted as part of their university studies. Even if cited correctly, it is still presenting work for credit more than once and cannot be accepted.
3. Collusion between students, where work is permitted to be copied and presented as the work of one individual.
4. Buying a paper from the Web or elsewhere and presenting it as your own work.

**How to avoid it?**

Be sure to follow standard referencing practices for English as set out in the Handbook. Incorrect referencing in assignments may be construed as plagiarism: *you MUST USE QUOTATION MARKS to indicate precisely what you are quoting from secondary sources listed in your Works Cited.*

If you are unsure about what plagiarism means or are confused by any aspect of the policy, please contact your lecturer prior to submitting any essays. You are responsible both for knowing what constitutes plagiarism and for ensuring that you have not plagiarised. You will be required to complete and submit a cover sheet with each essay declaring that your submitted work is in accordance with the plagiarism policy.

**Procedures and outcomes**

Ifa lecturer, examiner, invigilator, external examiner or other identifies a potential case of plagiarism, they will raise it with the Plagiarism Officer for consultation. The Department then follows these steps:

1. If the Plagiarism Officer determines that the allegation does not amount to plagiarism, this will be notified to the student.
2. If the Plagiarism Officer suspects that a breach of academic conduct has occurred, s/he will inform the student, in writing, of the allegation and prior findings, if any, of plagiarism and provide the student with an opportunity to provide an explanation via a meeting (in person or online). The Plagiarism Officer will consider the allegation, any personal statement made and any information available, including the student’s examination records, to take one of the following options:
   1. Make a full report in writing to the Student Records and Examination Officer, which will trigger the procedures for Breach ofExamination Regulations and Procedures (see <https://www.ucc.ie/en/media/support/academicsecretariat/policies/examinations/GuidetoExams-PGResearchAppealsupdate2021.pdf>)
   2. Exercise discretion to pursue the matter independently of the Student Records and Examination Office, and impose an appropriate penalty, which will not exceed assigning a mark of zero for the piece of work to which the offence relates. Where a sanction results in a FAIL judgement for the module, capping will be applied to marks achieved at the Supplemental Examination.
3. If the student agrees with the sanction of the Plagiarism Officer, the student will formally accept the outcome as a final decision in writing, and all documentation will be forwarded to the Student Records and Examination Office.

4. If the student believes they have been treated unfairly then they have the right to formal appeal through the standard UCC Examination Appeals process. See Section 19 of University’s Guide to Examinations and Assessment for Staff and Students, found here: <https://www.ucc.ie/en/media/support/academicsecretariat/policies/examinations/GuidetoExams-PGResearchAppealsupdate2021.pdf>

You will find a video on Canvas that explains what plagiarism is and sets out the English Department’s expectations for clearly attributed and correct academic writing.