**Department of Film and Screen Media, University College Cork**

Protocol for dealing with cases of suspected plagiarism / collusion

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| 1. When submitting samples of **assessment** (essays, dissertations, written presentations, tests, projects or other assignments) all students will be required to sign a declaration that the work is wholly their own. They will also be required to attach a Turnitin receipt to demonstrate that they have  successfully submitted an electronic copy of their work via Blackboard. All lecturers should ensure this is clearly communicated to students. | All staff |
| 1. Where a lecturer suspects a student of plagiarism or collusion in work submitted:    1. If the plagiarism is a minor breach due to carelessness or poor practice (e.g.: one/two copied sentences in an otherwise well-­‐presented essay; or some incorrect or incomplete citations, in the absence of a clear intention to cheat), the work should carry a penalty and a warning to the student that all sources must always be dutifully and precisely acknowledged. The penalty should not amount to a Fail per se (though it may result in a Fail mark in the case of an overall weak essay). If in doubt, the lecturer should consult the Plagiarism Officer.    2. If the plagiarism is more substantial, the lecturer will brief the Plagiarism Officer. | All staff |
| 3. Having considered the case, the Plagiarism Officer will write to the student, cc. the lecturer and Heads of Discipline, to inform him/her that problems with referencing and the use of sourced material were detected in his/her work, and to invite him/her to a meeting with the Plagiarism Officer and the lecturer to discuss them. All official correspondence with the student will be handled by the Plagiarism Officer; for legal reasons, staff should not  approach the student using terms such as ‘plagiarism’ and ‘collusion’ in either written or oral communication. | Plagiarism Officer |
| 4. At the meeting, the lecturer will indicate the inappropriate sourced material to the student, and the student will be offered an opportunity to  provide an explanation, as per UCC policy. | Plagiarism Officer  Lecturer |
| 1. If the plagiarising is not severe, is a first case, and the student admits to plagiarising, the Plagiarism Officer may exercise discretion to pursue the matter without having it considered by the university’s Student Records and Examinations Officer. The Plagiarism Officer will determine an appropriate penalty, which will not exceed assigning a mark of zero, and will inform the student that, as per UCC plagiarism policy, he/she may choose either:    1. To accept the penalty as a final decision, in which case a summary report of the circumstances of the case and level of penalty exacted will be lodged by the Plagiarism Officer, cc. the Heads of Discipline, with the Student Records and Examinations Officer.    2. To have the matter considered by the Student Records and Examinations Officer, thereby invoking procedures to be adopted in points 6.5.5   through 6.5.11 of the UCC plagiarism policy, whereupon the Plagiarism Officer, cc. the Discipline Heads, will make a full report in writing to the Student Records and Examinations Officer. | Plagiarism Officer |
| 6. Following the meeting, the Officer will write to the student, cc. the Heads of Discipline and lecturer, summarising what discussed at the meeting and outlining the two options in writing, as per UCC plagiarism policy. The student will be asked to reply and confirm his/her decision in writing. The  Plagiarism Officer will then follow up accordingly. | Plagiarism Officer |
| 7. In the case of **written examinations**, a lecturer who suspects cheating has taken place will consult the Plagiarism Officer. If the Officer considers that there is evidence that cheating has occurred, he/she will make a written report to the UCC Student Records and Examinations Officer, cc. the Heads, and will warn the student that this report has been lodged. The Officer will also inform the candidate in writing that he/she may submit a written  statement to the Student Records and Examinations Officer. | All staff Plagiarism Officer |
| 8. The Plagiarism Officer will keep a complete record of each case. | Plagiarism Officer |

Link to UCC Plagiarism Policy: <https://www.ucc.ie/en/media/support/recordsandexaminations/documents/UCCPlagiarismPolicy-2020.pdf>

***UCC Film and Screen Media***

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