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**Dundalk Institute of Technology**

**Academic Integrity Report**

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| 1. **LEARNER DETAILS** | |
| **Learner ID:** |  |
| **Learner Name:** |  |
| **Programme Code:** |  |
| **Programme Title:** |  |

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| 1. **ASSESSMENT DETAILS** | | |
| **Academic Year :** |  | |
| **Semester :** |  | |
| **Stage:** |  | |
| **Award Year (Yes/No):** |  | |
| **Module Code:** |  | |
| **Module Title:** |  | |
| **Lecturer(s):** |  | |
| **Date of Assessment:** |  | |
| **Assessment %:** |  | |
| **Assignment Type /) (✓):** | Individual | Group |

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| 1. **DETAILS OF SUSPECTED INFRINGEMENT** | | | | | | | | | | | | | | | | | | | | |
| **This learner is suspected of plagiarism or fabrication under the following circumstances:** | | | | | | | | | | | | | | | | | | | | |
| **Incident discussed with a Plagiarism Advisor (✓)** | | | | | | | | | | Yes | | | | No | | | | | | |
| 1. **INITIAL MEETING BETWEEN LECTURER(S) AND LEARNER** | | | | | | | | | | | | | | | | | | | |
| *Where an infringement of Academic Integrity is suspected the learner is invited to an interview with the relevant lecturer(s)* | | | | | | | | | | | | | | | | | | | |
| **The learner is aware of the Institute’s Academic Integrity Policy (✓)** | | | | | | | | | | Yes | | | | No | | | | | |
| **The learner has received plagiarism training at DkIT (✓)** | | | | | | | | | | Yes | | | | No | | | | | |
| **The infringement is acknowledged by the learner (✓)** | | | | | | | | | | Yes | | | | No | | | | | |
| **The infringement is deemed to be (✓):** | | | | Intentional | | | | | | Unintentional | | | | | | | | | |
|  | | | | Yes | | | | No | | Yes | | | | No | | | | | |
| **Award Year Infringement (✓)** | | | | | | | | | | Yes | | | | No | | | | | |
| **Repeat Infringement (✓)** | | | | | | | | | | Yes | | | | No | | | | | |
| **If “Yes” above, is this current infringement similar in nature to the previous recorded infringement? (✓)** | | | | | | | | | | Yes | | | | No | | | | | |
| **The learner has clarified the situation, no further action required (✓)**  *(if “Yes”, the learner and lecturer(s) should sign Section 4.)* | | | | | | | | | | Yes | | | | No | | | | | |
| **Alleged infringement is of little academic significance, recommendation for training only**  *(if ‘’Yes’’, the learner, lecturer(s) and plagiarism advisor should sign Section 4)* | | | | | | | | | | Yes | | | | No | | | | | |
| **Is an oral verification interview required for the alleged infringement (✓)**  *(if “Yes” please complete the relevant part of Section 5)* | | | | | | | | | | Yes | | | | No | | | | | |
| **Additional Comments (if applicable)** | | | | | | | | | |  | | | |  | | | | | |
| **Lecturer(s) Signature(s):**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Plagiarism Advisor /Head of Department Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Learner Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  | | | | | | | | | |
| **Date:** | | | | | | | | | | | | | | | | | | | |
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| 1. **EVIDENCE SUPPORTING SUSPECTED INFRINGEMENT** | | | | | | | | | | | | | | | | | | | |
| *Supporting documentation relating to the suspected infringement should be included with the Academic Integrity Report* | | | | | | | | | | | | | | | | | | | |
| **Copy of the allegedly plagiarised work (✓)** | | | | | | | | | | | Yes | | | | | No | | | |
| **Note(s)** | | | | | | | | | | | | | | | | | | | |
| **Copy of the original source of the allegedly plagiarised work** | | | | | | | | | | | Yes | | | | | No | | | |
| **Note(s)** | | | | | | | | | | | | | | | | | | | |
| **Report generated by Plagiarism Detection Tool (i.e. Turnitin) (✓)** | | | | | | | | | | | Yes | | | | | No | | | |
| **Note(s)** | | | | | | | | | | | | | | | | | | | |
| **Report of verification interview (✓)** | | | | | | | | | | | Yes | | | | | No | | | |
| **Note(s)** | | | | | | | | | | | | | | | | | | | |
| **Other report appropriate to the discipline involved (✓)** | | | | | | | | | | | Yes | | | No | | | | | |
| **Report Type:** | | | | | | | | | | | | | | | | | | | |
| **Note(s):** | | | | | | | | | | | | | | | | | | | |
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| 1. **DEPARTMENTAL DISCIPLINARY HEARING** | | | | | | | | | | | | | | | | | | | |
| *This hearing is convened where a breach of the Academic Integrity Policy (plagiarism and fabrication in the policy) is suspected following the initial meeting between the lecturer(s) and learner. The purpose of this hearing purpose is to establish whether a prima fascia case exists.*  *If the learner fails to attend the first hearing a second hearing will be convened. If the learner fails to attend the second hearing it will proceed in their absence.* | | | | | | | | | | | | | | | | | | | |
| **Panel** | | | | | | | | | | | | | | | | | | | |
| **Date:** |  | | | | | | | | **Hearing No: (✓)** | | | 1 | | | | | 2 | | |
| **Chair:**  *(HOS/HOD from another discipline)* |  | | | | | | | | **Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **Plagiarism Panel Member No. 1:**  *(from Institute Plagiarism Panel)* |  | | | | | | | | **Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **Plagiarism Panel Member No. 2:**  *(from Institute Plagiarism Panel)* |  | | | | | | | | **Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **Learner** | | | | | | | | | | | | | | | | | | | |
| **Learner Name:** |  | | | | | | | | **Signature:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |
| **Learner Representative Present (✓):** | Yes | | | | No | | | | **Relationship to Learner:** | | | | | | | | | | |
| **The learner is aware of the Institute’s Academic Integrity Policy (✓)** | | | | | | | | | | | | | | | Yes | | | | No |
| **The learner has been provided with evidence supporting the suspected infringement (✓)** | | | | | | | | | | | | | | | Yes | | | | No |
| **Learner Justification of Work Submitted** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| **Decision** | | | | | | | | | | | | | | | | | | | |
| **Infringement of the Institute’s Academic Integrity Policy has been established (✓)**  *(If “Yes” the departmental disciplinary panel uses the Plagiarism Penalty Grid (SEE Appendix 1) to assign points based on criteria and then apply a penalty based on total points assigned)* | | | | | | | | | | | | | Yes | | | | | No | |
| **Plagiarism Penalty Grid** | | | | | | | | | | | | | | | | | | | |
| **Criteria** | | **Assigned Points** | | | | | | | | | | | | | | | | | |
| History | |  | | | | | | | | | | | | | | | | | |
| Amount/Extent | |  | | | | | | | | | | | | | | | | | |
| Level/Stage | |  | | | | | | | | | | | | | | | | | |
| Value of Assignment | |  | | | | | | | | | | | | | | | | | |
| Additional Characteristics | |  | | | | | | | | | | | | | | | | | |
| **Total Score:** | |  | | | | | **points** | | | | | | | | | | | | |
| **Categorise Infringement**  *(if total points assigned is less than or equal to 524 this constitutes a minor infringement otherwise the infringement is major and the case referred to the Institute’s Disciplinary Committee* | | | | | | | | | | | | | | | | | | | |
| **Minor infringement (✓)** | | Yes | No | | | **Penalty:** | | | | | | | | | | | | | |
| **Major infringement: (✓)** | | Yes | No | | | **Penalty:** | | | | | | | | | | | | | |

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| **APPENDIX 1: PLAGIARISM PENALTY GRID** |

The Plagiarism Penalty tool is a points-based grid that attempts to standardise the treatment of penalties for plagiarism. It also provides institutions with a tool against which they can benchmark their policy and associated practice.

Each suspected case of plagiarism is scored against a number of criteria (history, amount/extent, level/stage, value of assignment, additional characteristics) and the resultant total score is matched against a sliding scale of penalties. The tool is applied in a two-step process:

* Step 1: Assign Points Based on Criteria
* Step 2: Apply Penalties Based on Points (Penalty Determination)

**Amount/Extent**

|  |  |
| --- | --- |
| Below 5% OR less than two sentences | 80 points |
| As above but with critical aspects\* plagiarised | 105 points |
| Between 5% and 20% OR more than sentences but not more than two paragraphs | 105 points |
| As above but with critical aspects\* plagiarised | 130 points |
| Between 20% and 50% OR more than sentences but not more than five paragraphs | 130 points |
| As above but with critical aspects\* plagiarised | 160 points |
| Above 50% OR more than 5 paragraphs | 160 points |
| Submission purchased from essay mill or ghost writing service | 225 points |

\**critical aspects are key ideas central to the assignment*

**Level/Stage**

|  |  |
| --- | --- |
| 1st Year | 70 points |
| Undergraduate (not 1st or final year) | 115 points |
| Final Year/Postgraduate | 140 points |

**Value of Assignment**

|  |  |
| --- | --- |
| Standard assignment | 30 points |
| Large project (e.g. final year dissertation, thesis) | 150 points |

**Additional Characteristics**

|  |  |
| --- | --- |
| Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection | 40 points |

**Step 1: Assign Points Based on Criteria**

**History**

|  |  |
| --- | --- |
| 1st Time | 100 points |
| 2nd Time | 150 points |
| 3rd / + Time | 200 points |

**Amount/Extent**

|  |  |
| --- | --- |
| Below 5% OR less than two sentences | 80 points |
| As above but with critical aspects\* plagiarised | 105 points |
| Between 5% and 20% OR more than sentences but not more than two paragraphs | 105 points |
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**Level/stage**

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**Value of Assignment**

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| Standard assignment | 30 points |
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**Additional Characteristics**

|  |  |
| --- | --- |
| Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection | 40 points |

**Step 2: Apply Penalties Based on Points**

**Summative Work**

In all cases a formal warning is given and a record made contributing to the learner’s previous history.

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| **Points** | **Available Penalties (select one)** |
| 280-329 | No further action beyond formal warning  Assignment awarded 0% - resubmission required, with no penalty on mark |
| 330-379 | No further action beyond formal warning  Assignment awarded 0% - resubmission required, with no penalty on mark  Assignment awarded 0% - resubmission required, but with capped or reduced mark |
| 380-479 | Assignment awarded 0% - resubmission required but with capped\* or reduced mark  Assignment awarded 0% - repeat required within current academic year |
| 480-525 | Assignment awarded 0% - repeat required within current academic year  Case referred to Discipline Committee |
| 525+ | Case referred to Discipline Committee |

*\*Normally, marks will be capped at the pass mark for the assignment*

**Formative Work**

|  |  |
| --- | --- |
| **Points** | **Available Penalties** |
| 280-379 | Informal warning |
| 380+ | Formal warning, with record made contributing to the learner’s previous history |