****

**Athlone Institute of Technology Plagiarism Policy**

***Status:* Final**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document title: Athlone Institute of Technology Plagiarism Policy** | | | | |
| **This revised policy document was first compiled in September 2014. It resulted from the recommendations of a working group, chaired by Ms Geraldine McDermott, which was established following a presentation to the Academic Strategy & Quality Committee by Ms Jude Carroll, formerly of Oxford Brookes University. This document builds upon previous procedural papers and references within the institute’s Standards, Assessment, & Awards and especially Section H.1.** | | | | |
| **Originator: Academic Registrar & Quality Officer** | | | **Status: Final**  **Policy to be implemented for the academic year 2015-2016** | |
| **First Presented to ASQ on 17 September 2014 and again in November 2014. Content of Policy discussed by the group. Further clarifications required on the policy, which were addressed and draft policy return to ASQ on 19.01.2015 for approval.**  **Date approved at ASQ: 19 January 2015**  **Date approved at Academic Council: 06 February 2015** | | | | |
| **Date of next revision: Policy to be reviewed at the end of the academic year 2015-2016** | | **Staff to submit feedback on how effective the policy was during the academic year 2015-2016 and document to be reviewed accordingly.** | | |
| **Revision Number** | **Revision Date** | **Summary of changes** | | **Date approved at ASQ** |
| **1** | 20.09.2016 | (i) Prior to learner being issued with formal letter (Ref. Appendix A4) informal contact is made with learner by the Academic Officer.  *Policy is updated to reflect this*  (ii) Inclusion of sample Assessment Cover Sheet in Appendices | | 23.09.2016 |

**Policy on Plagiarism**

**Context**

Athlone Institute of Technology aims to foster and maintain an ethos of honesty and academic integrity. All staff and students have an obligation to act in an ethical manner, consistent with the requirements of academic integrity.

Academic integrity is underpinned by the academic trust that develops between academic staff and students, and fostered by the provision of a positive modern learning environment, coupled with AIT’s proactive approach to the development of good academic practice. The institution is responsible for the provision of a fair and transparent policy and process.

**Purpose**

The purpose of this document is to provide a definition of plagiarism and to outline the institute’s policy and procedures for dealing with alleged plagiarism. The institute will address this in the first instance through advice and through its approach to assessment. Where plagiarism is detected, it is the intention of the institute that it be dealt with fairly, consistently, and in accordance with the principles of natural justice.

**Scope**

This policy applies to all programmes of study leading to an Athlone Institute of Technology award. This includes both taught and research programmes. Athlone Institute of Technology has adopted policy on collaborative and transnational provision; this plagiarism policy will also inform such provision.

**Definition**

Plagiarism is when one presents as new and original an idea or product derived from an existing source. It is defined as the unwarranted use of the ideas, words, arguments, concepts, or designs of another. To avoid the charge of plagiarism, learners need to take care to credit and/or reference those from whom they borrow and quote.

Plagiarism is a serious academic offence. While plagiarism may be easy to commit unintentionally, it is defined by the act not the intention. It is the responsibility of all students to familiarise themselves with the institute’s policy on plagiarism and are encouraged, if in doubt, to seek guidance from an academic staff member.

*Plagiarism includes:*

* verbatim copying of another’s work without clear identification, appropriate reference, and acknowledgement.
* close paraphrasing of another’s work by simply changing a few words or altering the order of presentation without clear identification, appropriate reference, and acknowledgement.
* unidentified/unacknowledged presentation of another’s concept as one’s own.
* unauthorised use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.
* accepting unwarranted support from others (e.g. parents, professionals) in preparing continuous assessment material which is submitted as one’s own work.

If a learner provides work to another learner for him/her to copy, he/she may be implicated

in the suspected offence.

**Avoiding Plagiarism**

AIT commits to a pro-active approach to the prevention of plagiarism through the

development of good academic practice.

The institute employs the following preventative measures in order to meet this outcome:

* Provision of training to both staff and students at the commencement of the academic year, or as required, in the practices of referencing and citation and in the use of source material(s).
* Provision of training in the use of the detection software to both staff and students, as required.[[1]](#footnote-1)
* Introduction to the concepts of academic integrity and plagiarism at the Schools induction sessions.
* On-line resources available through the library website which are available at

<http://ait.libguides.com/content.php?pid=347165>

and the Academic Writing Skills Moodle page which is available at

<http://elearning.ait.ie/course/view.php?id=3782>

* The facility to submit assignments to Turnitin is also available on the Academic Writing Skills Moodle page. Students are encouraged to use this resource to check their work but should discuss the results with their lecturer.
* Referral to this policy in all assessment instructions provided to students. There is a requirement on all students, in respect of all work submitted, to include a plagiarism disclaimer declaring that their work has been completed in accordance with AIT’s policy on plagiarism. This Student Plagiarism Disclaimer (Form A1) can be found in the Appendices to this policy document.

**Detection Software**

The institute employs detection software under license to assist in ensuring that material is original. This product is an application that helps support the development of the student’s skills and is available in order to check that the work proposed for submission is not open to the charge of plagiarism. It allows staff and students to check the academic integrity of work by searching for improper citation or potential plagiarism by comparing it against continuously updated databases. Training on the use of this product is provided for staff by The Learning and Teaching Unit at various times throughout the academic year, or as requested. Training will be scheduled for first year students as part of their programme of study. Students in subsequent years may request training by contacting their lecturer. [[2]](#footnote-2)

**Procedures for dealing with incidents of plagiarism**

All allegations or suspicions of plagiarism are dealt ultimately by the Registrar. However, the process is stepped in nature and allegations are considered and dealt with initially at department and school levels. A record of all cases of plagiarism upheld will be maintained in the Registrar’s office. The registrar shall ensure consistency in the handling of all cases of plagiarism across the institute.

An Academic Officer shall be appointed within each department and be given the appropriate time and resource allocation which allows him/her to develop an expertise in this area.

* If an academic staff member suspects plagiarism he/she may consult with a more experienced colleague in confidence about the case. The academic staff member at this point may decide not to continue with a formal report, if they feel it does not meet the criteria for plagiarism.

* However, if an academic staff member decides to formally report an incident of plagiarism, he/she will complete form A2 and then convene a meeting to discuss the suspected plagiarism. In attendance at this meeting will be a Senior Academic from another Area, the Academic Officer and the learner. The learner may be accompanied by a member of the Student’s Union or a friend. The learner is also entitled to have legal representation present as per Section H6 of the Institute Standards Assessment and Awards document.
* Prior to this meeting the learner will be notified, initially on an informal basis, followed by a formal letter, (Refer to Appendices: A4), by the Academic Officer of the suspected offence and provided with a copy of the marked up piece of work and the Turnitin Originality Report, where relevant.
* At this meeting, the learner will be given a clear explanation of what has been alleged, and given the opportunity to respond to the allegations and make known any mitigating circumstances.
* If the Academic Officer decides that there is not sufficient evidence of plagiarism the learner will be provided with advice on the necessity of properly acknowledging and referencing sources in order to avoid plagiarism. A record of this decision will be kept in the relevant School Office (form A3 is completed).
* If the Academic Officer is satisfied that plagiarism has occurred, he/she will determine the penalty by referring to the Penalty Grid included in this policy document. The Academic Officer will outline the penalties to be administered by completing the Academic Officer’s Report (form A3).
* This decision will be communicated in writing to the learner by the Academic Officer within 3 working days.

* Students can appeal the decision of the Academic Officer through the Registrar’s Office in accordance with the appeals process set down in **Section N** of the institute’s [Standards, Assessment, & Awards document](http://www.ait.ie/media/athloneit/formsanddocuments/quality/Standards,-Assessments-&-Awards-4.3.11.pdf). This must be completed before the end of the academic year.
* At the end of each academic year the Academic Officer(s) will issue a report for the Registrar’s Office which will be presented to Academic Council. A copy of this report will also be kept in each School Office.

**Additional Information**

**Exam Boards**

Examination Boards may not overturn the decision or change the penalty which has been applied by the Academic Officer.

**Group Projects**

Where plagiarism has been discovered in a group project, wherever possible the individual(s) responsible for the plagiarised sections will be identified and treated in the normal manner. If it is not possible to identify individuals responsible, the case will be treated as a serious offence and whatever penalty is imposed will apply in full and equally to all members of the group.

**PLAGIARISM PENALTY GRID**

**Step 1 : Assign Points Based on the Following 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 two 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 two paragraphs 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. Please note the % does not relate to Turnitin originality report.*

**Level/Stage**

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

**Value of Assignment**

|  |  |
| --- | --- |
| Standard assignment (CA or end of Semester course work) | **30 points** |
| Large project (final year submission, e.g. dissertation, thesis, projects) | **115 points** |

**Additional Characteristics (to be used only in extreme cases)**

Evidence of deliberate attempt to disguise plagiarism by changing words, sentences or references to avoid detection:  **40 points**.

**Step 2 : Award penalties based on the points**

**Summative Work**

In all cases a record of any decision made will be filed in the relevant School Office.

|  |  |
| --- | --- |
| **Points** | **Available Penalties (select one)** |
| **280-329** | * No further action beyond formal warning * Assignment awarded 0% - resubmission required, with the option of a penalty of 10% applied to the mark\*. |
| **330-379** | * No further action beyond formal warning * Assignment awarded 0% - resubmission required, with the option of a penalty of 15% applied to the mark\*. * Assignment awarded 0% - resubmission required but mark capped\*\*. |
| **380-479** | * Assignment awarded 0% - resubmission required but mark capped or reduced * Assignment awarded 0% - no opportunity to resubmit |
| **480-524** | * Assignment awarded 0% - no opportunity to resubmit |
| **525+** | * Case referred to Discipline Committee |

**Formative Work**

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

\* If a paper is marked out of 100% then it will subsequently be marked out of 90% or 85%,

as appropriate.

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

Source: <http://www.nuigalway.ie/plagiarism/>

Procedure for dealing with incidents of plagiarism

**Decision made not to proceed with formal report**

**Academic staff member suspects plagiarism & consults with an experienced colleague on the case**

**Academic completes**

**Form A2**

**Informal contact is made initially with learner by the Academic Officer**

**Formal Letter issued to student (Reference A4)**

**Meeting convened by academic staff member**

**Present will be:**

**A Senior Academic from another Area, Academic Officer and the learner**

**Form A3 completed**

**The penalty is determined by reference to Plagiarism Penalty Grid**

**Confirmation that plagiarism has occurred**

**Form A3 completed**

**CASE CLOSED**

**Student given advice on referencing**

**Not sufficient evidence of plagiarism**

**Student may lodge an appeal through Registrars office**

**Decision communicated to student within 3 working days**

**Penalty administered and Academic Officer’s Report completed**

**Academic staff member decides to formally report an incident of Plagiarism**

**APPENDICES**

**FORM A1**

**STUDENT PLAGIARISM DISCLAIMER FORM**

**PLAGIARISM DISCLAIMER**

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAMME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MODULE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LECTURER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASSIGNMENT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUE DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that plagiarism is a serious academic offence, and that AIT deals with it according to the AIT Policy on Plagiarism.

I have read and understand the AIT Policy on Plagiarism and I agree to the requirements set out therein in relation to plagiarism and referencing. I confirm that I have referenced and acknowledged properly all sources used in preparation of this assignment. I understand that if I plagiarise, or if I assist others in doing so, that I will be subject to investigation as outlined in the AIT Policy on Plagiarism.

I understand and agree that plagiarism detection software may be used on my assignment. I declare that, except where appropriately referenced, this assignment is entirely my own work based on my personal study/or research. I further declare that I have not engaged the services of another to either assist in, or complete this assignment.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FORM A2**

**ACADEMIC STAFF MEMBERS REPORT ON ALLEGED PLAGIARISM**

**STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT I.D. NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROGRAMME TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YEAR/STAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MODULE TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASSIGNMENT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXAMINATION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I present the following evidence of alleged plagiarism:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of supporting evidence**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Lecturer**

**FORM A3**

**ACADEMIC OFFICER’S REPORT**

**STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STUDENT I.D. NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROGRAMME TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YEAR/STAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MODULE TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ASSIGNMENT TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXAMINATION DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Following investigation and reference to the plagiarism penalty grid/interview with the student, I confirm that**

**No further action is required Further action is required**

**If further action is taken, please outline the penalties administered:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Officer**

**A4**

*Standard School header to include Academic Officer’s work telephone and email address.*

*Dated:*

*Student name*

*and address*

Private and Confidential

Student number:

# Disciplinary meeting with reference to Module XXX

Dear *[Student’s name]*

The [piece of] work you have submitted for assessment in the above module has been referred to me because of concerns about its originality.

I have arranged a meeting for *[date]* and *[time],* in *[room]* to determine if you have breached the Institute policy in relation to plagiarism. During the meeting I shall be considering the information provided by *[Name].*

You are requested to attend this meeting. You may be accompanied at this meeting by a legal representative and also a friend or a representative from the Student’s Union.

You are entitled to see all the documentary evidence that I shall be considering, and challenge that evidence. You should also submit evidence that would help to establish that the work is your own, such as work plans or early drafts. This should be given to me in electronic format at least two days before the meeting, so that I may take the time to consider it.

Please confirm your attendance at the meeting by email *[specify email address]* at least two days before the date of the meeting. If you are unable to attend, please contact me as soon as possible, to explain why and to arrange an alternative date and time. Failure to attend the meeting without justified reason will result in a decision being made based on the evidence presented at that time.

Yours sincerely

*[Your name]*

Academic Officer, *[School]*

** Athlone Institute of Technology**

***[Programmes] [Academic Year]***

**Assessment Cover Sheet**

***[Sample]***

***This form should be completed in full, and attached to the front of your assignment.***

**Student Number: \_\_A00\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assignment Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Lecturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Word Count: \_\_\_\_\_\_\_\_\_\_\_**

**Due date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mark: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I hereby certify that the information contained in this submission is information pertaining to research I personally conducted for this assessment. All information other than my own contribution will be fully referenced within the text, and listed in the reference section at the back of this assessment. This includes internet sources. I also confirm that the material contained in this assignment has not been submitted for assessment in any formal course of study.**

**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. You are requested to use the Referencing Standard supplied to you. Failure to correctly reference is a serious offence (plagiarism) and may result in disciplinary action. I understand the definition and consequences of plagiarism as set out in the Student Handbook, Pages 86 & 87:
2. You are required to submit two copies of all assessments, one in **soft copy through MOODLE** and one in **hard copy to your lecturer.**
3. Please retain a **HARD COPY** of **all** assessments, both for your own reference and in case an assignment is lost or mislaid. It is not sufficient to keep a copy on computer. Please do not bind assessments or place in covers. They should be stapled, unless otherwise advised by your lecturer.
4. Please submit assessmentson *or* before the assessment submission date, otherwise a penalty will be imposed as per the guidelines listed in the Student Handbook, Section E. School policy requires assignments to be submitted to the lecturer/tutor in class time.
5. If posting in an assessment, it should be sent by registered post to the lecturer and if not, a certificate of posting **MUST BE** obtained. Assessments mislaid in the post without proof of posting will be treated as non-submitted and will have to be repeated.

**RECEIPT OF ASSIGNMENT**

**Student Number: \_\_A00\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assignment Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Lecturer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. This currently is the Turnitin software which is an internet-based plagiarism-prevention service that checks documents for unoriginal content. The results can be used to identify similarities to existing sources or can be used in formative assessment to help students learn how to avoid plagiarism and improve their writing. [↑](#footnote-ref-1)
2. This proprietary product is currently Turnitin. See previous footnote. [↑](#footnote-ref-2)