Appendix XXIV. Policy and Procedure for Academic Integrity

Policy & Procedure Title:

Institute of Technology Carlow Policy and Procedure for Academic Integrity

Effective Date	1st December 2018	**Version**	04
Approved By	Academic Council Governing Body	**Date Approved**	26th November 2018 29th November 2018

Form(s)	Responsibilities/ Owner
Plagiarism Regulations (Section 10 Examination & Assessment Regulations)	Head of Department/Faculty/Campus Vice President for Academic Affairs & Registrar
Superseded or Obsolete Procedures	
Version 03 – May 2018 - Review to reflect requirements under GDPR.	
Version 02 – June 2016 - Policy reviewed to align with reviewed Examination and Assessment Regulations	
Version 01 – January 2013 - Policy reviewed to remove the declaration of originality of work and reflect changes to title of Faculty	

1.   BACKGROUND AND CONTEXT

The Institute of Technology Carlow is committed to the highest standards of scholarship and aims to foster academic integrity in its learners and graduates.

The *International Centre for Academic Integrity* defines academic integrity as involving a commitment to fundamental values of honesty, trust, fairness, respect and responsibility[1].

2.   PURPOSE AND SCOPE

The purpose of this policy is to foster academic integrity and good academic practice.

Many learners experience difficulty in using referencing appropriately and consistently, contributing in some cases to allegations of possible plagiarism. This situation is exacerbated where learners are directed to a variety of requirements and styles across modules. A consistent approach and clear guidelines assist in maintaining appropriate academic standards.

Good academic practice in this context entails the provision of information about accurate citation of sources, plagiarism avoidance, and plagiarism detection where necessary. As a result, learners are able to advance their referencing skills and avoid submitting plagiarised work.

The *Plagiarism Regulations* (Sections 10 and 11 of Examination and Assessment Regulations, as amended) define plagiarism and set out in the Institute of Technology Carlow's procedures for dealing with alleged cases of plagiarism.

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[1] International Center for Academic Integrity http://www.academicintegrity.org/icai/assets/FVProject.pdf (accessed May 04, 2016)

3. ACADEMIC INTEGRITY POLICY

3.1 The institute of Technology Carlow upholds the principle of academic integrity, whereby acknowledgement is given to the contributions of others in any work, through appropriate internal citations and references. Good referencing is integral to the study of any subject and part of good academic practice.

3.2 All work submitted by learners for assessment purposes, or for written or oral publication, must be their own work[2]. Where this is informed by the work of others, the source shall be properly attributed and referenced. The attribution of sources shall be in the form of standard and consistent referencing and bibliographic conventions. The Harvard Style is the nominated referencing style for use in the Institute of Technology Carlow, unless an alternative referencing style is specified by the individual examiner. It is the learner's responsibility to use the required style. Programme boards/streams shall ensure a consistency of referencing style and citation method, as well as the approach in preparing learners. This shall be communicated to the learner by the examiner.

3.3 Prior to the submission of assessments, learners shall be briefed on academic practice by academic staff, and shall be provided with information about the accepted referencing and citation methods for all assessed work in their subject area. Generic learning resources and guidance on the Harvard referencing style will also be made available by the Teaching and Learning Centre within the Institute of Technology Carlow

3.4 Learners shall be informed in advance of assignment submission if Turnitin (or other text-matching software) is to be used. If both electronic and hard copies of an assignment are to be submitted, learners shall submit copies identical in form and content with the exception of the names of learners (any differences may be considered a breach of academic integrity). The lecturer shall make the academic judgment as to whether or not work adheres to academic integrity and good academic practice. The use of Turnitin (or other text-matching software) shall be guided by the procedures (Appendix A.)

3.5 Plagiarism is a serious academic issue and the Institute of Technology Carlow shall examine all alleged instances of plagiarism thoroughly and apply such penalties as it considers appropriate where plagiarism is confirmed to have taken place (see *Plagiarism Regulations,* as amended).

3.6 The act of submitting an assignment (hard or electronic copy) is taken as confirmation by the learner of adherence to academic integrity and good academic practice as set out in this policy.

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[2] As well as written text, submitted work extends to other forms including, though not limited to, drawings, diagrams, charts, formulae, computer codes and programmes, performance, concepts and ideas.

Appendix A

INSTITUTE *of*
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CARLOW

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**Procedures for the use of Turnitin
(or other approved text-matching software)**

Turnitin is an online text- matching service for which the Institute of Technology Carlow has a site licence. The software makes no judgement about whether a learner has plagiarised, it simply shows the percentage of the submission that matches other sources on the system's database. In many cases the software highlights correctly cited references or 'innocent' matches. Turnitin will not detect parts of assignments copied from sources not within its database. Therefore, examiners must carefully review originality reports to assess whether the work does contain plagiarism.

PROCEDURES FOR USE OF TURNITIN

A.1 Turnitin may be used:
- **formatively** as part of the teaching of good academic practice
- to **deter** potential plagiarists and to act as an incentive to following good academic practice
- to help examiners to **detect** the extent and source of plagiarised material in work submitted for assessment.

A.2 The Institute of Technology Carlow acknowledges that learners need support in interpreting and addressing feedback from Turnitin Originality Reports. Supporting resources shall be made available to learners by the *Teaching and Learning Centre*.

A.3 The Institute of Technology Carlow recognises the educational desirability that learners shall have the opportunity to self-submit a draft of their work to Turnitin. The Turnitin Originality Reports may help learners to identify poorly referenced and plagiarised work before submitting for assessment.

A.4 Irrespective of the Turnitin Originality Report, the lecturer shall make the academic judgment as to whether or not work is plagiarised.

A.5 Lecturers who use Turnitin shall:

A.5.1 Participate (where feasible) in appropriate professional development such as a Turnitin workshop (or access related resources) provided by the Teaching and Learning Centre within the Institute of Technology Carlow.

A.5.2 Use Turnitin as part of a holistic approach to fostering academic integrity among learners.

A.5.3 Inform learners in advance of the use of Turnitin for assignments and that assessment data may be stored on the Turnitin database.

A.5.4 Allow learners at least **one** revision submission with access to their Originality Report before final submission.

A.5.5 Receive permission from a learner prior to uploading an assignment on their behalf.

A.6 Turnitin is <u>not</u> a document repository and thus learner assignments may not be accessible in subsequent academic years. In the case where learners have only submitted assignments electronically, the lecturer shall retain the assignments as required by the Institute of Technology Carlow's Record Retention Schedule (as amended), which is available at the following link:

https://www.itcarlow.ie/resources/freedom-of-information/records-management.htm

A.7 Through the act of submission to Turnitin, a learner consents to the storage of their submission in the Turnitin database. Without a learner's permission, the Institute of Technology Carlow shall not add the learner's assignment to the Turnitin database. For the purposes of data protection, the work of learners submitted to Turnitin is not to contain personal data such as names but may carry the learners' registration number (e.g. C01234567).

The Institute of Technology Carlow is committed to protecting the rights and privacy of individuals with respect to the processing of their personal data. A copy of the Institute's Privacy notice is available on the Institute's website (https://www.itcarlow.ie/resources/data-protection.htm). This website also contains further information relating to your rights regarding subject access requests, records retention and data protection in general. Any further queries in relation to the GDPR can be addressed to the Institute's Data Protection Oversight Group (e-mail: gdpr@itcarlow.ie)

A.8 *View Requests* are requests for permission to view learner work that matches another submission. *View Requests* from within the Institute of Technology Carlow may be considered by the lecturer. *View Requests* from outside the Institute shall be referred to the Vice President for Academic Affairs & Registrar's Office for consider