

# Plagiarism FAQs for teaching staff

## Is plagiarism really my responsibility?

**YES!** It is part of your professional responsibility. All staff are required to be aware of plagiarism and to act to protect the integrity of the College.

## Can I decide whether or not to report/penalise a student for plagiarism?

No. It is important that there is consistency across all units and staff members and that all students are treated equally. Therefore it is important that all staff follow correct College policy and procedure. **All cases of plagiarism must be reported and dealt with appropriately.**

## Can I give a 0 for an assignment with plagiarism?

No. Lecturers can recommend a penalty but the final outcome and penalty need to be decided by the Academic Integrity Coordinator. This generally involves consultation with the lecturer and Unit Coordinator and/or Program Coordinator and requires an interview with the student.

## Do I have to report Level 1 plagiarism?

Yes. You deal with Level 1 plagiarism, but once you have discussed it with the student and entered it into the student's notes you must submit the completed plagiarism form, **signed by the student to acknowledge that it has been discussed and dealt with**, to the Academic Integrity Coordinator. It is then recorded on the plagiarism register.

## If a student has previously had a Level 1 report will the next one be a Level 2/3?

No, not necessarily. Some students will receive a number of Level 1 reports. If the student receives multiple Level 1 reports there may be a need for intervention.

## Do I need to attach the assignment with the plagiarism report?

For Level 1, no assignment is required. For Level 2/3 **a copy of the assignment must be submitted with plagiarism reports**. A copy of the Turnitin report is also required when applicable. Please note: original assignments should be kept by the lecturer until the plagiarism case is resolved.

## What is an acceptable match on Turnitin?

It is impossible to say. While a high degree of match may indicate plagiarism, if correctly referenced it is not plagiarism. Similarly, a low match if references are missing may still indicate plagiarism. Teaching staff need to look closely at the Turnitin report and not jump to conclusions. Contact your Unit/Program Coordinator or members of the Communication Skills team for assistance.

**Can I submit plagiarism reports by email?**

Yes, but please ensure they are completed in full with all necessary information and evidence submitted. Forms for electronic submission are available in the Teaching Hub on Moodle. For Level 1, forms should be signed by students before being submitted – so a hard copy is required, but can then be scanned for submission. Forms can also be placed in Jocelyn's pigeon-hole in the lecturers' staffroom or in the tray on her desk in the Academic Offices on level 2. Prompt submission is appreciated.

**What if I think a student's behaviour is serious enough to be academic misconduct?**

Level 2 and 3 plagiarism are considered academic misconduct. Go through the process as for any case of plagiarism, according to the Academic Integrity Policy. If appropriate, it will then be forwarded to the Academic Director. The Academic Director is informed of all Level 3 cases.

**What about cheating in a test? Is that plagiarism?**

This is academic misconduct. It is treated differently to plagiarism and needs to be referred immediately to your Program Coordinator.

**What happens if plagiarism is picked up in an assignment in the final week of trimester /semester and marks have to be finalised and submitted?**

Marks and grades cannot be submitted until the plagiarism case is resolved. It is important that this is reported to the Academic Integrity Coordinator and the Program Coordinator and dealt with promptly. A GNS needs to be recorded for the student for BOE until resolved.

**How am I supposed to know what do about plagiarism?**

The Academic Integrity Policy and Reporting Forms are available in the Teaching Hub on Moodle on the college portal. **Please follow the steps outlined when dealing with plagiarism. Consult Program Coordinators or the Academic Integrity Coordinator if you require guidance.**