



Maynooth International Engineering College (MIEC)

Part 1: Policy on Academic Misconduct and Academic Integrity

Part 2 :Student caught taking unfair advantage during an Exam

This document sets out the procedures for dealing with cases of academic misconduct or suspected academic misconduct in MIEC taught programmes. Academic misconduct includes Plagiarism, cases of Personation or the Procurement or Purchase of academic material written by others.

Plagiarism Definition: (Per MU Policy)

Plagiarism involves an attempt to use an element of another person's work, without appropriate acknowledgement in order to gain academic credit. It may include the unacknowledged verbatim reproduction of material, unsanctioned collusion, but is not limited to these matters. It may also include the unacknowledged adoption of an argumentative structure or the unacknowledged use of a source or of research material including computer code or elements of mathematical formulae in an inappropriate manner.

Plagiarism is considered to be a series academic misconduct deserving of academic penalties.

This document sets out the procedure for dealing with cases of plagiarism or suspected plagiarism in MIEC programmes. This includes the use of unacknowledged sources in essays, assignments, take home exams or remote examinations or any other form of assessment.

Procedure:

1. If a marker believes that a case of plagiarism has been identified, the matter should be referred to the MU Executive Vice Dean (Evd), with a written report (reference 1 in the appendix section). Detail the reasons for suspecting plagiarism.
2. The MU EvD will make an initial finding as to whether or not plagiarism has occurred, taking into account the following but not confined to:
 - a. The extent of the plagiarism.
 - b. Indications of intent to deceive
 - c. The student's prior history in this regard
 - d. The student's Practice within the discipline
 - e. The level of the student's work.

The MU EvD will not take account of extenuating medical or personal circumstances in making a decision. The MU EvD will meet with the FZU EvD counterpart to review the findings.

3. If the MU EvD is the marker who suspects plagiarism has occurred, he or she shall delegate responsibility to a nominee in the Department to follow the procedures documented in this policy.
4. Where both EvDs (MU & FZU) deem that plagiarism has not occurred but that there are indications of incorrect citation, the work shall be awarded a grade that takes account of the failure to cite sources correctly, within the overall context of the work in whole.
5. Where it is considered right to do so, both EvDs shall confirm the determination that plagiarism has occurred by making a record of the decision and recording the reasons. Following that meeting the details of the decision is recorded and filed in MIEC. A copy is filed with the exams offices at both Universities.

6. The lecturer (copying the EvD) communicates the findings and the process steps by email / letter to the student. A meeting may also take place if required between the marker, the student and the EvD.

This communication clarifies the decision and the consequences of the finding, and that a response from the student should be received by the lecturer and the EvD within 10 days from the date the communication was issued to the student. In general, the student will be awarded zero grade for the assignment and will be invited to submit a repeat assignment later in the summer. The grade awarded for this repeat work will be capped at 40%.

7. Refer to the Maynooth University plagiarism policy if further investigation is required or if the student does not accept the findings. The most up to date document is located in the Maynooth University Policies section of the Registry office web page. .

Part 2

Students identified copying during an examination:

1. This part of the policy applies to any exam or class test.
2. Where a student has been identified taking an unfair advantage during an examination or class test, the student's name and student number will be recorded by the Invigilator. The student is notified of the finding and the details are handed over to the administration office in FZU.
3. The student's details are sent to the Executive Vice Dean, the module lecturer and the MIEC Academic Officer and the overall module grade is set to zero. The lecturer communicates the grade decision to the student.
4. The MIEC Academic Officer records the grade change, notes the decision in the module grade file and then sends a report detailing the findings and student details with the MU exams office on the Incident report form (See Appendix 1). These actions are taken within the exam grade period each semester.

Appendix 1

Incident Report Form



Student Name:

Student Number:

(If multiple students are involved, record all names and student numbers on 1 form)

Module Code:

Date:

Document a report of your findings.

Note to lecturer: Provide as much detail as possible clarifying the evidence you have gathered which confirms your suspicion of plagiarism. The following points should be taken into account, but not confined to:

- a. The extent of the plagiarism.*
- b. Indications of intent to deceive*
- c. The student's prior history in this regard*
- d. The student's Practice within the discipline*
- e. The level of the student's work*
- f. The student was caught copying during a University Exam or Test.*

Lecturer Name:

Date:

Please return to the MIEC Executive Vice Dean.

Review History:

This policy was reviewed by the Maynooth University Registrar and feedback from that review has been incorporated in the document. June 2024.