



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

PLAGIARISM SUMMARY PROCEDURE

Conduct of Summary Procedure

This written template applies in all cases in which an allegation of plagiarism made in relation to a student is to be dealt with through the Plagiarism summary procedure. For the rules governing this procedure please see www.tcd.ie/calendar.

The investigation into the alleged plagiarism (including chairing the interview with the relevant student) should be conducted by the DTL UG or DTL PG within the school as appropriate or their designate. In all cases it is vital that the person investigating the matter not be otherwise connected with it (for example as the person who is making the allegation of plagiarism).

Prior to operating the procedure, and in the context of liaising with the relevant student to ensure that [s]he can be present at the hearing into the matter, it is important that that student be given a written statement outlining the nature and extent of the allegation being made against him or her, at such level of detail that [s]he can consider his or her response to that allegation. It is also important that the student be told that, if [s]he is unclear as to the process or needs any further information, she may seek clarification or further information. Provision of this information should be provided sufficiently in advance of the hearing that the student has a reasonable opportunity to prepare his/her response.

In the context of the hearing it is important that the allegation of plagiarism be put to the student and that [s]he be afforded an opportunity to respond. Both the nature of the allegation *and* the student's response should be recorded on the template form. In addition, the form should record the minute of the relevant hearing.

Thereafter it falls to the discretion of the DTL UG/DTL PG or their appointed delegate to determine what should be the relevant outcome on the basis of the relevant calendar entries and also the matrices for assessing the level of plagiarism (<http://tcd-ie.libguides.com/plagiarism/levels-and-consequences>). This recommendation should be recorded on the template document. This recommendation should then be put to the student as should the consequences of either accepting or rejecting it (and the student must be afforded the opportunity, should [s]he choose, to take a reasonable time to consider which course of action to pursue). It is important that the student has a clear picture of the consequences of both accepting and not accepting the recommended penalty. If accepting, they need to know that the result is recorded on SITS and the categories of persons who can view this information. The student's decision either to accept or to reject the recommendation should also be recorded on the template form.

The completed template form, including the recommendation, should be forwarded to the Dean of Undergraduate Studies/Dean of Graduate Studies as appropriate.

Gillian S Martin
Senior Lecturer/Dean of Undergraduate Studies

Neville Cox
Dean of Graduate Studies



Plagiarism Summary Procedure: Minute of Meeting

Student Name:

Student Number:

Course:

Standing: UG: JF, SF, JS, SS etc.; PG: Year 1, 2 etc..

Date of Summary Procedure:

Chair of Summary Procedure:

Name of Attendees:

Title and Code of Module/s containing alleged plagiarism:

Please specify if there are any previous plagiarism offences recorded against the student:

- Module/s:
- Level/s:
- Date/s:
- Penalty:



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The allegation of plagiarism being made and the nature and extent of alleged plagiarism: (please include details of Turnitin report or other anti-plagiarism software)¹

Minute of Meeting (please ensure that you include the student's response in the minute):

Recommendation to Dean of Graduate Studies/Dean of Undergraduate Studies or direct referral to Junior Dean:

Does the student accept the recommended penalty? Yes / No

Signature of Chair: _____

Date: _____

¹ Please note that the simple percentage figure does not conclusively show plagiarism/not-plagiarism. A qualitative review is always needed: Turnitin substantially helps speed up this process.