



<b>POLICY:</b>	Academic Integrity Policy
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<b>FIRST DRAFT:</b>	December 2014
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<b>ADOPTED:</b>	Approved UR 2019#01
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<b>AMENDMENTS:</b>	
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<b>REVIEW:</b>	March 2024
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# Mary Immaculate College Academic Integrity Policy

## Preamble

Academic Integrity refers to honesty and responsibility in academic practice and scholarship. It values ethical academic behaviour and the avoidance of plagiarism, cheating, fraudulent representation of academic work and other dishonesty in academic endeavours.

## 1.0 Academic Dishonesty

1.1 Academic dishonesty includes:

- falsely representing the work of others as one's own in an assignment.
- copying of ideas or work of fellow students.
- copying from published works, in assignments, without proper acknowledgement, i.e. *plagiarism*.
- using co-authoring assistance in individual academic work, including the commissioning or purchasing of essay writing services, i.e. *syndication*.
- using technical assistance in assignments where it has not been authorised, e.g. using translation software in a translation assignment.
- signing attendance records on behalf of a classmate.
- fabricating results or research findings in an assignment.
- using false information to gain extensions to deadlines or i-grades.
- cheating in examinations by copying or using unauthorised materials.
- misrepresenting achievements on application forms.

## 2.0 Plagiarism

2.1 Plagiarism is defined as the use of either published or unpublished writing, ideas or works without proper acknowledgement.

2.2 Plagiarism is a form of academic dishonesty where, either intentionally or unintentionally, ideas or works are falsely presented as being those of the author for her/his benefit. It can include:

- the use of a part of a text without quotation marks and citation.
- the use of a part of a text, with minor paraphrase, without citation.
- the use of an image without citation or permission.
- the use of music without citation or permission.
- the use of computer code, mathematical work, research results, spreadsheets without citation or permission.
- the re-use of one's own work from a previous assignment without citation.

- 2.3 All writing, ideas or works quoted or paraphrased in an academic assignment in MIC must be attributed and acknowledged to the original source through proper citation.
- 2.4 To avoid plagiarism when quoting or paraphrasing, ideas or works must be referenced using the referencing system appropriate to the module under assessment or disciplinary area.<sup>1</sup>
- 2.5 Module and Programme Coordinators will provide guidance to students regarding the required referencing system for a given module or programme.
- 2.6 Written assignments will normally be submitted to the MIC plagiarism detection software and will be checked against and stored in the standard repository of the software. Students may submit only once to the plagiarism detection software for any one assignment.

### **3.0 Acceptable use of MIC teaching and assessment materials**

- 3.1 Student assessment materials, marks, examiner comments (constituted by completed examination scripts, student projects (written, oral and otherwise), dissertations and intra-semester assignments etc. constitute personal data and the student has right of access to such data. As a Data Controller, MIC will manage the collection, collation, storage and destruction of these materials in accordance with the General Data Protection Act (GDPR) under the oversight of the Supervisory Authority of the Irish State. All parties providing service to the College and who require access to such materials to provide such service (e.g External Examiners, Third Party storage providers etc.) will be understood by the College to be Data Processors and shall act in compliance with the GDPR under conditions that are contractually stated. All rights of the student as Data Subject under this legislation will apply.
- 3.2 Recording of lectures on personal devices is not permitted, unless by special arrangement.
- 3.3 Lectures captured on livestreaming facilities, which are password protected, cannot be shared with anyone who is not registered for a given module.
- 3.4 Teaching materials made available for download in electronic format by MIC lecturers may not be shared with anyone who is not registered for a given module.

### **4.0 Acceptable use of ICT and digital identities**

- 4.1 When using MIC computers or network, films, music, books and other published works subject to copyright must not be downloaded.
- 4.2 Software licensed to MIC must not be downloaded to private devices or shared outside of MIC network, unless by prior agreement.
- 4.3 Digital identities should be respected and identity credentials should never be shared. Using the email or VLE identity of another (e.g. if not logged out on a device) is considered a theft of digital identity.
- 4.4 MIC's *Policy for Responsible Computing* must be adhered to at all times.

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<sup>1</sup> Harvard, APA and numeric footnote systems are used in MIC, depending on the module or programme.

## **5.0 Data protection**

- 5.1 Assignments that involve the gathering and storing of personal data, including images, must adhere to the MIC data protection policy.

## **6.0 Sanction**

- 6.1 In accordance with MIC's Code of Conduct, it is a serious disciplinary offence to engage in academic cheating in any form whatsoever.
- 6.2 Section 4.2 of the MIC Code of Conduct states that "The College Discipline Committee shall be entitled to impose penalties including suspension or expulsion where, in its view, the gravity of the complaint or offence or the College disciplinary record of the offender shall so warrant".