

IOB ACADEMIC INTEGRITY POLICY – STUDENT GUIDE¹

This guide should be read in conjunction with the IOB Academic Integrity Policy

1. WHAT IS ACADEMIC MISCONDUCT?

Academic misconduct (also known as academic dishonesty or academic malpractice) “is any attempt by someone to seek unfair advantage in relation to [an] academic activity or which facilitates others to gain an unfair advantage, or to profit from the sharing or selling of your own or others’ work without permission²”.

The IOB / UCD Student Code of Conduct states that Academic Integrity is a fundamental principle underpinning academic activity at UCD/IOB. It is important that you uphold your own *academic integrity* and that of IOB and UCD. Completing programmes at IOB provides an opportunity for you to develop your critical thinking skills, deepen and demonstrate your learning (academic and non-academic). Entering into academic misconduct undermines your own learning experience and devalues others’ hard work.

2. EXAMPLES OF ACADEMIC MISCONDUCT

Examples of academic misconduct include, but are not limited to the following practices:

- a) **Plagiarism:** “Presenting work / ideas taken from other sources without proper acknowledgement.” Plagiarism is a failure to cite or otherwise acknowledge ideas or phrases used in any paper, exercise, assessment or project submitted in a course but gained from another source, such as a published text, another person’s work, or materials on the internet.

Plagiarism includes presenting work for assessment, publication, or otherwise, that:

- i. uses phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the internet) without appropriate acknowledgement of the source.
- ii. presents direct extracts without quotation marks or other appropriate indication. It is not sufficient simply to acknowledge the source.
- iii. copies the same or a very similar idea from a published or unpublished work without appropriate acknowledgement.

¹ This Student Guide closely mirrors that of UCD’s Academic Integrity Student Guide.
https://www.ucd.ie/secca/t4media/plagiarism_academicintegrity_studentguide.pdf

² NAIN, 2012 (a), p3.

- iv. changes the order of words taken from source material but retains the original idea or concept without appropriate acknowledgement.
- v. copies or uses, without appropriate acknowledgement, any material from non-written work including, but not limited to, visual and digital media, images, computer code, musical notation, recording or composition, performance or oral presentations
or
- vi. uses the work of another student without appropriate acknowledgement in a way that exceeds the bounds of legitimate cooperation.

Plagiarism is unacceptable in academic work, even where it arises as a result of:

- poor referencing;
 - error;
 - inability to paraphrase; or
 - inhibition about writing in the student's own words.
- b) **Self-plagiarism:** Reusing one's own work without citing or acknowledging its original use. This could mean submitting one piece of work in more than one course.
 - c) **Recycling:** The "practice of data fragmentation or salami slicing where the author(s) separate aspects of a study" or their work. "Writers should recycle their own material carefully and sparingly."
 - d) **Misrepresentation of authorship:** The submission of someone else's work (or part thereof) as one's own, when the work (all or in part) has been produced by, or purchased from, another person or party.
 - e) **Contract cheating:** a form of academic misconduct where "a person uses an undeclared and/or unauthorised third party, online or directly, to assist them to produce work for academic credit or progression, whether or not payment or other favour is involved". The NAIN Lexicon of Common Terms provides the following examples of contract cheating:
 - "Buying a completed assignment from a tutoring or ghost-writing company (purchasing from online essay mill websites);
 - Asking a partner, friend or family member to write part or all of an assignment for you;
 - Paying a private tutoring company to coach you on how to complete an assignment;
 - Submitting 'model' assignment answers provided by a private tutor or tutoring company;
 - Getting someone else to sit an exam for you;

Classification: Internal

- Sitting an exam for someone else;
 - Buying, selling or swapping assignments or assignment answers via 'sharing' websites or social media platforms. E.g., Facebook, TikTok etc." Six types of prohibited services available to students are:
 - i. "essay writing services;
 - ii. friends, family and other students;
 - iii. private tutors;
 - iv. copyediting services;
 - v. agency websites;
 - vi. reverse classifieds."
- f) **Collusion** or violating the limits of acceptable collaboration in coursework set by a faculty member or School, through "undisclosed collaboration of two or more people on an assignment or task, which is supposed to be completed individually". Examples of collusion include, but are not limited to:
- Using another student's work and submitting it for assessment as your own.
 - Giving your work to another student to submit as part of their own assessment.
 - Co-writing work, without acknowledgment, that will be submitted for assessment.
 - Working with other students without permission to produce material that will be assessed or to produce responses to assessment questions.
 - Using social media / chat rooms message groups to collude during the completion of online assessments.
 - Inappropriately assisting another student with the production of an assessment task, including sharing answers or providing drafts or completed copies of an assessment task.
 - If a student makes an inequitable contribution to a group assignment and claims credit for the work of others, this is collusion and may be considered as academic misconduct.
- g) **Fabricating or falsifying data**, information or sources of information in coursework or lab work, or forms submitted to the School/Module Coordinator/Instructor. This includes "Forging educational, research or scholarship content, images, data, equipment or processes in a way that they are inaccurately represented". And / or "Making up data and presenting that data as genuine".

Fabrication or falsification of data or information includes, but is not limited to:

- Misleadingly excluding data from analysis;
- Misinterpreting data to obtain desired results (including the inappropriate use of statistical methods);
- Producing false data or results under pressure from a sponsor;

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- Data-related misconduct. Examples include:
 - i. "Not preserving primary data where appropriate";
 - ii. "Withholding data from the scientific community";
 - iii. "Managing and / or storing data badly. The above applies to physical research materials as well."
 - iv. "Selective citing to enhance importance of findings";
 - v. "Establishing or supporting journals that undermine the quality control of research ('predatory journals')";
 - vi. "Grossly exaggerating the importance and practical applicability of findings".

- h) **Facilitating academic dishonesty** by assisting another student to obtain an academic advantage by dishonest or unfair means.

- i) **Fabrication of credentials** in materials submitted to the University as part of an admissions application or in materials submitted to the University for administrative or academic review.

- j) **Inappropriately using digital or information technology to** complete an assessment task; i.e., using such technology without explicit permission from relevant academic staff and / or not acknowledging use of such technology when its use is permitted Examples including, but are not limited to:
 - a) unauthorised and / or unacknowledged use of artificial intelligence tools to generate content for assessment purposes; or
 - b) unauthorised and / or unacknowledged use of paraphrasing or translation software to, for example, disguise plagiarism, collusion, contract cheating or other academic integrity breach.

- k) **Inappropriately publishing, uploading or sharing an assessment**, or part of an assessment, including responses to university assessment questions, to a website, or a filesharing site or other online platform. To publish, upload or share such material without explicit permission from the owner of the material and / or the Module Coordinator may also be a breach of copyright laws.

- l) **Inappropriately publishing or uploading IOB teaching or course material** to a website, or a file-sharing site or other online platform. To publish, upload or share such material without explicit permission from the owner of the material and / or the module coordinator may also be a breach of copyright laws.

- m) **Impersonation** by “Undertaking in whole or in part any work required as part of a programme in the place of an enrolled [student], without permission ...; Sitting an exam, or having someone else sit an exam in place of an enrolled [student]”.

[See Section 2 of the IOB Academic Integrity Policy for further examples.](#)

3. WHY DOES ACADEMIC INTEGRITY MATTER?

Academic misconduct in assignments or exams means that you will gain credit that you do not deserve or will aid another individual to do so. For example, if you obtain an award (degree / diploma or certificate) through submitting plagiarised work, it means that your qualification does not represent your own knowledge and skills and is a form of fraud. While it may seem less serious than theft of physical property, plagiarism is also the theft of ideas (intellectual property) of others.

Suspected academic misconduct may be referred to the IOB Academic Misconduct Committee and may lead to disciplinary action.

4. WHAT IS THE IOB ACADEMIC INTEGRITY POLICY?

In addition to the definition of academic misconduct, the IOB Academic Integrity³ guides faculty on their roles and responsibilities regarding student academic misconduct and provides a framework for dealing with suspected instances. It is important that you familiarise yourself with this policy.

5. HOW IS ACADEMIC MISCONDUCT DETECTED

IOB uses plagiarism detection software, but often Module Coordinators/examiners will detect academic misconduct through observing changes in writing styles or the variation in the quality of specific part/s or section/s of an assignment. Poor and incorrect citation will also be easily identified by Module Coordinators / examiners.

6. WHAT HAPPENS IF ACADEMIC MISCONDUCT IS SUSPECTED?

Module Coordinators will highlight this to the Programme Management and Programme Director and following that, the Module Coordinators will take account of the context and nature of each case and may take any of the following actions:

- a) Discuss directly with the student to determine the facts of the case.

³ IOB Academic Integrity Policy mirrors closely the UCD Academic Integrity Policy as approved by ACEC May, 2024.

- b) Provide, or arrange that the student receives one-to-one advice about academic integrity and avoiding plagiarism.
- c) Refer the case to the IOB Academic Misconduct Committee as an alleged case of academic misconduct.

Where cases are referred (as in c, above), the Module Coordinator will provide the IOB Academic Misconduct Committee with (i) a short report outlining the grounds of suspicion, (ii) a copy of the piece of work and (iii) any supporting evidence. See academic misconduct procedure below.

7. WILL ACADEMIC MISCONDUCT APPEAR ON MY RECORD

Where the IOB Academic Misconduct Committee finds that academic misconduct has occurred it will be recorded on a central IOB Academic Misconduct Record System. When a decision that academic misconduct has occurred has been made, the IOB Academic Misconduct Committee may refer to its Academic Misconduct Record System to check whether a student has previously incidents. This information can be used to determine outcomes regarding penalties.

8. ACADEMIC MISCONDUCT PROCEDURE

The procedure used by IOB for dealing with suspected cases of academic misconduct is detailed in full in Sections 7 – 9 of the IOB Academic Integrity Policy.

IOB Academic Misconduct Committee

- You will be informed if your work has been referred to the IOB Academic Misconduct Committee for review.
- You will be invited to a meeting to discuss the alleged academic misconduct. It is important that you attend this meeting because the committee wants to hear your response to the allegation.
- You can be accompanied by someone to support you at the meeting such as an advisor or friend. This support person is there to support the student but may not speak on their behalf.
- Where an allegation is of extensive academic misconduct, the committee may refer the matter directly to the Student Discipline Procedure, without a meeting or any other discussion.
- If you do not engage with the IOB Academic Misconduct Committee's attempts to make arrangements to meet you, the committee may choose to make a decision in your absence.
- The committee may take into account extenuating or mitigation circumstance when making decisions.

Decisions of the IOB Academic Misconduct Committee

The IOB Academic Misconduct Committee may decide that:

- Academic Misconduct has not occurred.
- Academic Misconduct has occurred and you may be permitted to:

- Resubmit a component assessment, incurring a late submission penalty.
- Resubmit a component assessment and direct that the grade be capped/reduced.
- Academic Misconduct has occurred and the grade for the component assessment may be further capped or reduced, with the opportunity to resubmit.
- The alleged breach should be referred without decision to be dealt with under the Student Discipline Procedure.



In cases where it is determined that academic misconduct has taken place, the UCD Academic Misconduct Tariff⁴ is used by the committee to guide decision making on penalties.

Student Discipline Procedures and Penalties

Where cases of alleged plagiarism are referred to be dealt with under the Student Discipline Procedure, a Student Conduct Meeting will be arranged, and the steps set out in Section 5 of the procedure will be followed. A possible outcome of this meeting is referral to a student Disciplinary Committee Hearing. Penalties are detailed in Sections 5 and 7 of the Student Discipline Procedure within the Student Code of Conduct ([IOB Student Code of Conduct..](#)) The Student Disciplinary Committee may decide to impose any penalties available to them under the Student Discipline Procedure appropriate to the nature of the breach of the Student Code of Conduct. In addition to academic penalties, formal reprimands, fines, and suspensions are available. Students may appeal decisions relation to allegation of academic misconduct on specified grounds. (See IOB Student Appeals Procedure.)

**IOB Registry,
February 2025.**

⁴ The tariff is available at [Plagiarism Reference Tariff - Plagiarism.org](https://www.plagiarism.org/Plagiarism-Reference-Tariff)

Document	IOB Student Academic Integrity Guide 2025	  A recognised college of UCD
Version Reference	12 th March 2025	
Changes	Updates made based on Academic Integrity Policy.	
Document Owner	Registrar	
Approved by	Programme Board	
Date	20 th March 2025	

Classification: Internal