

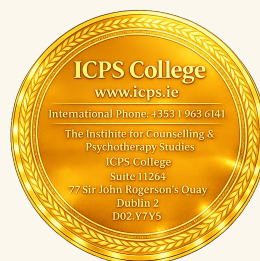


## Plagiarism Policy

*Academic integrity, citation standards & procedural framework*

### The Institute for Counselling & Psychotherapy Studies *ICPS College, Dublin*

<b>DOCUMENT TYPE</b>	Academic Policy
<b>INSTITUTION</b>	ICPS College
<b>PROVIDER NO.</b>	PDCD1110 • CPD Standards Office
<b>EFFECTIVE DATE</b>	May 2026 — Reviewed Annually
<b>EDITION</b>	2026 — 2030



DUBLIN • IRELAND

# 1. Plagiarism Policy

*The creation of knowledge and wider understanding in all academic disciplines depends on building from existing sources of knowledge. The Institute for Counselling & Psychotherapy Studies upholds the principle of academic integrity, whereby appropriate acknowledgement is given to the contributions of others in any work, through appropriate internal citations and references. Students should be aware that good referencing is integral to the study of any subject and forms part of good academic practice.*

## 1.1 Definition of Plagiarism



The Institute understands plagiarism to be the inclusion of another person's writings, ideas or works in any formally presented work — including essays, theses, projects, laboratory reports, examinations, oral, poster or slide presentations — which form part of the assessment requirements for a module or programme of study, without due acknowledgement, either wholly or in part, of the original source of the material through appropriate citation.

Plagiarism is a form of academic dishonesty in which ideas are presented falsely, either implicitly or explicitly, as being the original thought of the author.

## 1.2 Forms of Plagiarism

Plagiarism may take a number of forms, including but not limited to:

- ◆ Presenting work authored by a third party, including other students, friends, family, or work purchased through internet services

- 
- 
- ◆ Presenting work copied extensively with only minor textual changes from the internet, books, journals or any other source
  - ◆ Improper paraphrasing, where a passage or idea is summarised without due acknowledgement of the original source
  - ◆ Failing to include citation of all original sources
  - ◆ Representing collaborative work as one's own

Plagiarism is a serious academic offence. While plagiarism may be easy to commit unintentionally, it is defined by the act and not the intention. All students are responsible for being familiar with the Institute's policy statement on plagiarism and are encouraged, if in doubt, to seek guidance from an academic member of staff.

## **2. Institutional Approach & Safeguards**

The Institute advocates a developmental approach to plagiarism and encourages students to adopt good academic practice by maintaining academic integrity in the presentation of all academic work.

### **2.1 Investigation of Alleged Cases**

Plagiarism is a serious academic issue and the Institute will examine all alleged instances of plagiarism thoroughly. The Institute uses Turnitin or equivalent originality-checking services for all academic essays submitted. Where plagiarism is confirmed, the Institute will apply such penalties as it considers appropriate, taking into account the nature and extent of plagiarism as well as the experience and seniority of the student.

### **2.2 Publication and Accessibility**

The Institute's statement on plagiarism and associated procedures shall be published, made widely available, and accessible to all staff and students.



### **2.3 Pre-Submission Briefing**

Prior to the submission of assessments, students will be briefed on plagiarism by academic staff and will be provided with information about the accepted citation methods for all assessed work in their subject area.

### **2.4 Plagiarism Declaration**

All assignments will carry a plagiarism declaration confirming that the work presented is that of the student.

### **2.5 Academic Oversight**



The Head of Training & Development will ensure that appropriate advisory arrangements are in place to promote academic integrity in each subject area and to provide guidance on instances of plagiarism. This responsibility may be vested in a nominated individual.

## **2.6 Periodic Review**

The Institute will periodically evaluate its arrangements for dealing with plagiarism to ensure that, where any recurrent patterns of plagiarism emerge — whether in the case of individual students or groups of students — its overall approach remains appropriate and capable of preventing further recurrences.

## **2.7 Local versus Central Resolution**

Suspected instances of plagiarism shall be assessed within the Institute and a judgement made as to whether the matter can be resolved at programme level, through developmental conversation and resubmission, or whether it warrants escalation to the Registrar or their nominee for formal disciplinary handling.

## 3. ICPS Plagiarism Procedures

### 3.1 Initial Detection

Where an examiner detects a suspected instance of plagiarism in a student's assignment or examination, taking account of the specific context and nature of the case, any of the following courses of action may be followed:

- ◆ **Direct discussion with the student** — to provide advice about correct citation and how to avoid plagiarism in the future. The student may be required to resubmit the work without further penalty.
- ◆ **Referral for review** — under the Institute's plagiarism advisory arrangements. The student may receive a verbal or written warning, will receive advice about correct citation, and may be required to resubmit the work with or without academic penalty.
- ◆ **Referral to the Registrar** — or their nominee, for resolution under the Institute's disciplinary procedures. In some contexts a first instance may require referral directly to the Registrar.

### 3.2 Documentation

Where an alleged case is referred to the Institute, a short report outlining the grounds of suspicion, a copy of the piece of work, and any supporting evidence shall be provided.

### 3.3 Notification of the Student

In all cases of referral, the student shall be informed by the Institute, the Registrar's Office, or other appropriate office, that their assignment or examination script is under scrutiny as an alleged instance of plagiarism.

### 3.4 Right to Representation

In all cases of referral, students shall have the right to support and representation throughout the process.

### **3.5 Recording of Outcomes**

Where a case of plagiarism referred to the Institute has been proven, the outcome of the case shall be recorded on the student's record by the Institute.

### **3.6 Repeat Cases**

Where a student has been referred previously and found to be in breach of the terms of the Institute's Plagiarism Policy, the Institute will make a judgement as to whether a recurrence can be handled at a local level or whether it merits being handled as a disciplinary matter by the Registrar or their nominee.

*Upholding Academic Integrity. ICPS College is committed to fostering a learning culture rooted in honesty, rigour and reflective practice. This policy exists to protect the value of every credential we award and to support every student in developing the academic disciplines that will serve them across a lifetime of professional practice in the helping professions.*

#### **APPROVED BY**

Head of Academic Standards & Accreditations

ICPS College · Dublin, Ireland

**DOCUMENT ENDS**