

Quality Assurance Handbook (QAH) Part B



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Academic Integrity Lexicon

Parent Category	Final Subcategory	Definition/ Examples include but are not limited to:
Accessory to Misconduct	Abettor, Accomplice, Accessory to misconduct	Someone who culpably or in any other way, renders material or moral support to the practice of a culpable act by someone else.
	Advertising Cheating Services/ Essay Mills	Advertising the provision of assignments for learners where this has not been authorised by the provider. Advertising the undertaking of assignments (in whole or in part) on behalf of an enrolled learner, or sitting an exam, or have someone sit an exam, in place of an enrolled learner where this has not been authorised by the provider
	Impersonation	Undertaking in whole or in part any work required as part of a programme in the place of an enrolled learner, without permission from the provider; Sitting an exam, or having someone else sit an exam in place of an enrolled learner, without permission of the provider
	Provision of Cheating Services	Providing assistance for others to engage in cheating.
Bribery	Bribery (general)	The offering, promising, giving, accepting or soliciting of an advantage as an inducement for action.

¹ <https://www.qqi.ie/sites/default/files/2021-11/academic-integrity-national-principles-and-lexicon-of-common-terms.pdf>

Parent Category	Final Subcategory	Definition/ Examples include but are not limited to:
Cheating	Cheating (general)	Actions that attempt to get advantage by means that undermine values of integrity.
	Cheat sheet/Notes	A piece of information (either on paper or technologically) used for helping to remember facts, formulae and other useful information.
	Intentional Cheating	Intentional action or behaviour that violates established rules and gives one student an unfair advantage over another.
	Unauthorised aid	A source of information or a method for obtaining information that has not been authorised.
	Online Exam Impropriety	Any form of unauthorised practice or breach of exam conditions and requirements during an online exam.
	Pre-prepared Answers	A form of self-plagiarism, drawing heavily through direct copying or transcription from draft answers pre-prepared for an exam outside of exam conditions, in order to address exam questions during an exam sitting. Answers prepared outside of exam conditions cannot be wholesale transferred into an exam answer – prepared notes can be referred to, but the undertaking of a question must adhere to exam conditions.
	Working in Upload time	Where additional time is offered in an online exam explicitly to upload answer files, any additional time taken to write answers is in breach of the time constraints of the exam sitting.
Contract Cheating	Blackmail/ Coercion	Where there is a demand for payment or favours from a learner in return for keeping their purchase of an assignment which has been submitted to their institution, secret.
	Ghost Writing/ Contract Cheating	Form of academic misconduct when 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.
Collusion	Collusion	Undisclosed collaboration of two or more people on an assignment or task, which is supposed to be completed individually
Academic Fraud	Academic Fraud (general)	Actions that are intended to deceive for unfair advantage by violating academic regulations.
	Alteration of University Documents/ Forgery/ Counterfeit	Alteration of university documents. Forging educational, research or scholarship content, images, data, equipment or processes in a way that they are inaccurately represented.
	Authorship Abuse	Any kind of authorship attribution not based on genuine contribution
	Data Fabrication	Making up data and presenting that data as genuine.
	Data Falsification	Unjustified manipulation of research data with the intention of giving a misleading impression.
	Data Imputation	Filling in or replacing missing or lost data.

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	Fabrication (general)	Making up data, experiments, or other significant information in proposing conducting or reporting research.
	Mutual Admiration Authorship	Two or more researchers/ authors agree to list each other's names on their own papers despite the fact that one author has had little or no involvement in the work, with the purpose to gain unfair advantage.
	Research Misconduct	Providing false or incomplete information in research.
	Slicing/ Segmented publication	Unjustified breaking up of a study into two or more publications in order to increase the number of publications.
	Unethical Authorship	Misrepresenting the author(s) of a piece of work.
	Deliberate Manipulation of Submissions to Avoid Detection by Text-Matching Software	The paraphrasing of text from source material, including through paraphrasing software, to evade detection by text-matching software systems. This often renders the final text garbled or incomprehensible, but constitutes an active attempt to deceive.
Misleading or Obfuscation	Misattributed or Deliberately Misleading Referencing	Misrepresentation is any act or omission that is intended to deceive, such as including seemingly valid references which are not in fact real or valid to the argument/ quote presented.
Plagiarism	Copying material Verbatim (plagiarism)	This is a form of plagiarism which involves using the same or very similar words to the original text or idea without acknowledging the original source or using quotation marks. Word for word copy from another source without providing attribution.
	Mosaic Copying/ Substantial Similarity (improper Paraphrasing)	An unoriginal piece of writing composed of acknowledged or unacknowledged extracts from several different sources.
	Plagiarism (general)	Presenting work / ideas taken from other sources without proper acknowledgement.
	Plagiarism / AI Generated Content	Unattributed use of GenAI.
	Plagiarism & Collusion	A combination of Plagiarism and Collusion.
	Excessive-Quoting	Similar to mosaic copying, an over-reliance on strings of quotes, which in effect simply replicates another author's argument, with no meaningful contribution by the learner.
	Self-plagiarism - Augmented/ Recycled publication	The author adds additional data and/ or information to his/ her previously presented or published work and may change title, modify aim of the study and/ or recalculate results. Instead of creating an original piece of work, the author adds additional data and/ or information to his/ her previously published work and changes title, modifies aim of the study and/ or recalculates results. There is no cross-citation to the author's own previous publications.
Self-plagiarism - Duplicate/ Multiple publication	A form of redundant publication by 'recycling or borrowing content from author's own previous work	

Parent Category	Final Subcategory	Definition/ Examples include but are not limited to:
		without citation. Self-plagiarism is the use of one's own previous work in another context without appropriate citation.
General misconduct	Misuse of Academic Materials	The use, misuse or alterations of University materials or resources so as to make them inaccessible to other users.
	Unauthorised Submission of College Material to External File Sharing Sites	Sharing College materials, such as exam papers, assessment briefs, assignments, handbooks or programme documents, to external services to share or use as a resource for contract cheating or other unauthorised activities.
	Assessment Invalidated (Finding Override)	Where a suspected academic misconduct finding is overridden by a finding that the assessment was invalid and any repeats are to be treated as a first attempt.
	Improper Use of GenAI (general)	Any inappropriate use of generative artificial intelligence, such as unauthorised use, unattributed use, etc.
	Other AI	Behaviours perpetrated by individuals or institutions that transgress ethical standards held in common between other individuals and/ or groups in institutions of education, research or scholarship. Any action, or attempted action that undermines academic integrity and may result in an unfair advantage or disadvantage for any member of the academic community or wider society
	AI suspected, escalated to Viva or Disciplinary	Where a suspected case is escalated for further review.
Academic Impoverishment*	Academic Impoverishment (general)	Poor academic practice arising from weakness in understanding of academic practice and requirements. Academic impoverishment may arise where learners have not been enrolled in an educational setting at third level previously, or have studied in a foreign setting which may hold different academic principles. The onus nevertheless remains on the learner to familiarise themselves with the expectations of the Irish higher education system.
	Paraphrasing (Academic Impoverishment)	Insufficiently paraphrasing, where it arises from poor academic writing or understanding, rather than a deliberate attempt to deceive.
Non-AI	No AI	E.g. paraphrasing appropriately - A re-statement of notions, opinions, ideas or text in own words preserving their essence that does not amount to verbatim or near-verbatim copying of the respective source, with a proper acknowledgement of the original source.
	Copy-editing	Copy-editing involves the checking of texts for grammar, syntax, language, punctuation and improving the composition and continuity of texts.
	Whistle-blowing	Making a disclosure in the public interest by an internal or external person, in an attempt to reveal

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		neglect or abuses within the activities of an organisation (or its partners) that threaten individuals, standards, quality, integrity or reputation
	Inconclusive findings	Insufficient evidence has been presented to determine misconduct has occurred.
	Case withdrawn	A suspected case is withdrawn from investigation, such as where additional evidence proving the integrity of the submission is provided.

**Academic Impoverishment may incur a penalty, as a breach of academic integrity or appropriate practice, but the penalty is normally lighter than a misconduct finding.*