

## **5.6 Learner Induction**

Upon registration, all learners are provided with copies of the ICD Student Handbook, which further explains issues such as assessment methodologies, examination procedures, college services and facilities, key academic regulations, and term calendars. This information is also available via Moodle through various module pages and in Semester One 2019-20, a student document store, accessible to all students will be launched by the Head of Academic Development. The quality assurance policy and all other key quality assurance documents and relevant internal reports will be accessible to students via the student document store.

A new student handbook is currently being prepared to be launched during semester one 2019-20. The college also carries out a formal induction in which newly enrolled learners are given a general overview of their programmes and key college services. During the introductory lecture of each module, students are provided with detailed information on the unit syllabus and assessment methodology. Following the recent introduction of the Moodle LMS, this information is also now made available online (including past exam papers). Learners are also given instruction in the use of the Moodle LMS and other key library services.

### **Mandatory Induction Module:**

Following consultation with QQI (summer 2019), in semester one of year one of all programmes all learners are required to complete a mandatory (but non-credit bearing) module which focuses on, among other things, academic writing skills, IT skills (particularly pertaining to email, ICD Moodle, MS Office applications), study skills, research skills online and offline, how to use the ICD library facilities, English language education and language supports available through ICD, academic integrity, assignment/examination policies (regulations and procedures), and plagiarism (including training on using the Harvard referencing style, understanding what plagiarism is, how and why to avoid plagiarism). ICD approached QQI and proposed this module for inclusion on all programmes given the apparent issues regarding plagiarism across the educational sector in Ireland and globally and also due to ICD's recognition of differing cultural backgrounds and how diverse cultural and educational backgrounds may lead to uncertainty with regard to plagiarism. The latter is particularly relevant for ICD due to our diverse range of student nationalities. ICD is almost certainly Ireland's most culturally diverse Higher Educational Institution, which is something to be proud of. However,

ICD is equally aware that this adds further responsibility on the shoulders of ICD in our role as an educator. The decision to create a mandatory induction module to help students with a variety of matters takes account of the QQI (2013b section 2.1.1) assessment standards principle that “learners are responsible for demonstrating their learning achievement...with the support of the provider...each learner is expected to strive for academic integrity, and to undertake assessment tasks honestly and truthfully, shunning plagiarism and other forms of academic dishonesty or impropriety.” The task of protecting ICD students from engaging in plagiarism is one the institution takes pride in from both an academic integrity perspective and a student care and education perspective. During the summer of 2019 ICD has begun integrating Urkund plagiarism detection software as a replacement for the previously used Turnitin system, following the path of institutions such as UCD, DCU, and TUD (formerly DIT). Training sessions for staff and students on the use of this system are being rolled out from September 2019 onwards.

Please refer to section 7 of the ICD QA policy for more information regarding our support for and protection of learners.

## REFERENCES

QQI (2013b) *Assessment and Standards, Revised 2013*. Quality and Qualifications Ireland, Dublin.

Available from:

[https://www.qqi.ie/Publications/Publications/Assessment\\_and\\_Standards%20Revised%202013.pdf](https://www.qqi.ie/Publications/Publications/Assessment_and_Standards%20Revised%202013.pdf)