

LTC12D143

Title: *Plagiarism and Collusion Policy*
Author: Jon Sharp (Head LTS)
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Issue

A working group of LTC was tasked with bringing forward proposed revised regulations and associated guidance documentation regarding plagiarism and collusion. The working group has now completed its review of the extant policy and process. The documentation below details proposed regulations and guidance in relation to plagiarism and collusion.

Recommendation

Recipients are asked to consider and approve, with appropriate amendment, the proposed regulations.

Resource Implications

None

Risk Implications

N/A

Equality and Diversity

The proposed regulations will affect all students equally.

Timing of decisions

Approval of the proposals by LTC, subject to minor amendments to be approved by Chair's Action would allow the new regulations to take effect for all students with effect from the 2013-14 academic year.

Further Information

Jon.sharp@uea.ac.uk (59)7374

Note of Changes and Impact on Other Regulations

Introduction

The group was tasked by LTC to review the existing policy and regulations for Plagiarism and Collusion at the UEA. The results of the review are detailed in the following summary and appendices.

It is hoped that the new approaches will result in a greater understanding of plagiarism amongst students and that where students have plagiarised/colluded the process of addressing this is more transparent and less time consuming.

The new policy document is attached at appendix 1.

Note of main changes

- A reminder that Markers are marking the body of work, not the person and that students are only guilty of plagiarism once this has been formally determined.

Therefore at the marking stage the marker should allocate a mark that is based solely on the merit of the material being marked. This should be returned to the student at the same time as the rest of the cohort i.e. normally within 20 working days.

Entirely separately the marker should provide the plagiarism officer with an annotated copy of the documentation indicating where there is suspected plagiarism and/or collusion. This should be done as early on within the marking process as possible.

- The student shall receive their mark, but will also receive an accompanying letter from the Hub (appendix 2) advising the student that there is a suspicion of plagiarism, that they will be invited to a meeting in due course where this will be discussed and that in the event that plagiarism is found to have occurred this may lead to an appropriate amendment to the mark they receive for that piece of work.
- A new flowchart providing guidance to staff of the stages has been created (appendix 3).
- Each student is provided with details of the alleged offence and a copy of the Turnitin report, where applicable, at the point of being invited to a meeting.
- Where a student submits a number of assessments at the same time in the first semester all will be treated as low level as the student has not been given the opportunity to learn from their mistakes.
- The student is advised of the consequences of denying an allegation during the first meeting.
- The student is advised to bring along supporting evidence to the first formal meeting, including mitigating circumstances.
- The first formal meeting consists of a panel, made up of the School Plagiarism Officer, marker and a Plagiarism Officer from another school.
- The student is given 5 working days to reconsider their plea following the meeting.
- There is a new Curtin grid (within the policy document at Appendix 1).
- The Faculty Panel meeting has been removed.

- Where plagiarism/collusion is denied for low level cases, an educational package is put in place.
- Where plagiarism/collusion is denied for medium and high level cases, students are automatically referred to SSDC.
- There is a new process flowchart for SSDC cases (appendix 3).
- The introduction of an FAQ set of notes for students

Impact on Other Regulations:

Appeals and Complaints regulations: These will need to be amended to reflect the change whereby a denying student goes to SSDC and so any appeal would go through the SSDAC route and not Stage 2 Academic Appeal as currently stated.

Extenuating Circumstances Policy: It needs to be referenced in the new EC policy that another point at which EC's may be considered is the School level plagiarism meeting

The Changing Role of Plagiarism Officers:

The ADTP has suggested that the role of the Plagiarism Officer should be one of both Educative and Policing. The educative duties may include advising colleagues of design of assessments, providing training within the school to students and aiding colleagues in CSED in promoting and developing practice with teaching colleagues.

The ADTP is keenly aware of the time commitment that is necessary in order for Plagiarism Officers to be able to fully engage with all the requirements of their role. There is no currently agreed time allocation within work-load planning for academic staff for the role of Plagiarism Officer. The ADTP will be exploring the possibility of introducing a standard time allocation with senior University staff.

Developing a Preventative Approach to Plagiarism:

The ADTP would welcome TPPG's views on the following proposals that are intended to minimise the occurrence of plagiarism through early education

- compulsory training for all students in the first month of their course (UG & PGT)
- a mandatory online quiz to be completed prior to arrival or very early in the academic year (packages available on the market)
- Should the training for plagiarism be organised at the level of the Course/ School/ Faculty/ University?

University Policy on Plagiarism and Collusion

A. STATEMENT OF POLICY

1 Introduction

The University takes allegations of plagiarism or collusion seriously. Students who plagiarise or collude threaten the values and beliefs that underpin academic work and devalue the integrity of the University's awards, whether or not such plagiarism or collusion is intentional. Where plagiarism and/or collusion has occurred, offenders may be punished, and the punishment may extend to failing their degree, temporary suspension or permanent expulsion from further study at the University. Suspected plagiarism and/or collusion, at any point of a student's course, whether discovered before or after graduation, will be investigated and dealt with appropriately by the University.

All summative and formative work submitted for assessment by students is accepted on the understanding that it is the student's own effort and written from their own understanding, without falsification of any kind. Students are expected to offer their own analysis and presentation of information gleaned from research, even when group exercises are carried out. In so far as students rely on sources, they should indicate what these are in accordance with the appropriate convention in their discipline.

2 Definitions

Plagiarism and collusion are defined as follows:

2.1 Plagiarism

Plagiarism can take the following forms:

- (a) The reproduction without acknowledgement of work (including the work of fellow students), published or unpublished, either verbatim or in close paraphrase. In this context, the work of others includes material downloaded from computer files and the internet, discussions in seminars, ideas, text and diagrams from lecture handouts.
- (b) Poor academic practice which is un-intentional.
- (c) The reproduction without acknowledgement of a student's own previously submitted work.

It can occur in 'open-book' examinations and/or coursework assessments which may take a variety of forms, including, but not exclusively confined to: essays, reports, presentations, dissertations and projects.

2.2 Collusion

Collusion is a form of plagiarism, involving unauthorised co-operation between at least two people. Various forms of collaborative assessment undertaken in accordance with published requirements do not fall under the heading of collusion; please see further guidance on authorised collaboration in the “Guidance Note – Assessing Group Work

(<https://www.uea.ac.uk/ltqo/taughtprogs/Guidance+Note+on+Groupwork>) and the “Policy on use of proof readers”

([https://intranet.uea.ac.uk/ltqo/taughtprogs/plalgiarism/Policyonuseofproofreaders\(Aug10\)](https://intranet.uea.ac.uk/ltqo/taughtprogs/plalgiarism/Policyonuseofproofreaders(Aug10)))

Collusion can take the following forms:

- (a) The conspiring by two or more students to produce a piece of work together with the intention that at least one passes it off as his or her own work.
- (b) The submission by a student of the work of another student, in circumstances where the latter has willingly provided the work, and where it should be evident that the recipient of the work is likely to submit it as their own. In such cases **both** students are guilty of collusion.
- (c) Unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student’s own.
- (d) The commissioning and submission of work as the student’s own, where the student has purchased or solicited another individual to produce work on the student’s behalf.

3 Obligations of students

- 3.1 **All** students should be willing to sign a declaration on registration that the work they are submitting during that academic year (coursework, projects, dissertations etc) is their own work and that there is no unacknowledged use of another person’s work and that there has been no unauthorised co-operation between them and another person in the preparation and production of work. Even when this is not required, the assumption is that all submitted work is the student’s own.
- 3.2 Students are expected to familiarise themselves with and make use of the method(s) of citing other people’s work in accordance with the appropriate conventions in their discipline.
- 3.3 Students must not mislead examiners by submitting another person’s work for assessment in a way which intentionally and/or negligently and/or recklessly suggests that factual information has been collected and/or analysed which has not in fact been collected and/or analysed by the student.

- 3.4 Research students are required to sign certifications of originality when submitting their thesis. In circumstances where incidents of plagiarism for postgraduate research students appear to constitute misconduct in research, students may be referred to the Senate Student Discipline Committee for disciplinary action.

4 Graduates

Where plagiarism and/or collusion is found to have occurred in the work of a graduate of the University the matter shall be referred by the member(s) of staff who has/have discovered the offence to the Head of the student's School of registration (or most appropriate successor) in accordance with the University's Disciplinary Procedures. The Senate has the authority to reduce the classification of a Degree conferred, or to revoke a Degree, Diploma or Certificate or other distinction conferred by the University.

5 Use of software for matching text to detect plagiarism

'TURNITIN' (software that searches for text in work submitted to it that matches text contained in its databases to aid the detection of plagiarism) may be used for students taking level 0, level 1, level 2 or level 3 undergraduate modules or postgraduate modules.

Schools that make use of 'TURNITIN' shall:

- (a) appoint a 'TURNITIN' specialist (a member of academic staff who shall be familiar with the use of 'TURNITIN' and the interpretation of its reports);
- (b) monitor its use for equality impact assessment.

'TURNITIN' may only be used to assist with the identification of the source(s) of information that has/have been drawn on/copied from, once a marker suspects plagiarism and/or collusion and needs to collect evidence in accordance with paragraph B(2) below.

B. PROCEDURES FOR DEALING WITH SUSPECTED CASES OF PLAGIARISM AND/OR COLLUSION

1 Plagiarism Officer

The Head of each School shall appoint a Plagiarism Officer (who shall not be the Head of School) who is responsible for investigation into cases of suspected plagiarism in accordance with paragraphs 3, 4 and 5 below. The Plagiarism Officer shall consider alleged offences committed by students enrolled on the module(s) offered by the Plagiarism Officer's School.

2 Collection of Evidence

If a marker suspects plagiarism or collusion, s/he will continue to mark the work as if not plagiarised, keeping a separate copy of the annotated work as evidence. S/he will gather the necessary evidence to allow the

Plagiarism Officer to pursue the appropriate investigation. Wherever possible or appropriate, the main evidence for plagiarism will be the original sources(s) that has/have been drawn on/copied from. In cases identified as Medium or High Level, the Plagiarism Officer may collect other work completed by the student whether produced for modules located in their own School or produced for modules located in other Schools and may seek help from the relevant School 'TURNITIN' specialist. Where an allegation of plagiarism and/or collusion concerns a module in a School other than the School in which the student is registered, the Plagiarism Officer of the School 'owning' the module shall deal with the allegation and during the investigation will liaise with the Plagiarism Officer in the School in which the student is registered. If the student's work completed within the Stage is to be recalled and is for a module(s) which is (are) not located in the student's School of registration, the Plagiarism Officer in the student's School of registration will initiate the process of recalling the work. Subsequently, the Plagiarism Officer in the School in which the module(s) is/are located, will arrange for relevant Plagiarism meetings (as detailed under B4) to be held and inform the Plagiarism Officer of the student's School of registration of the outcome(s) of the relevant Plagiarism meeting(s). This will allow the Plagiarism Officer in the student's School of registration to complete the investigation having knowledge of all the relevant information.

Where there is an allegation of plagiarism and/or collusion in respect of assessed work that has been submitted in word-processed format and "TURNITIN" is used during the investigation for the particular module(s) under review, a student will be asked in writing (or by e-mail) by the relevant Office within the Learning & Teaching Service to submit an electronic copy of the assessed work in question. The student will be given five working days from the date of the letter or e-mail of the request (Saturdays, Sundays and University closure days excepted) within which to provide an electronic copy. Where a student does not provide an electronic copy in word format of the assessed work in question within the required time-scale and there are no extenuating circumstances to account for the delay or non-submission, an automatic mark of zero will be recorded for the assessment item. Where the electronic copy is corrupted or is different from the original submission a mark of zero will be recorded for the assessed work in question.

If an internal marker suspects plagiarism and/or collusion but is unable to identify the original sources, s/he should collect what evidence is available and present it to the Plagiarism Officer who will decide if there is a prima facie case for plagiarism and/or collusion which would warrant a plagiarism and/or collusion meeting at the School level. If a Turnitin report has been used as evidence to show that plagiarism has been committed, then this should be referenced within the Plagiarism Officer's hard-copy report and should form part of the documentation for the plagiarism meeting at the School level.

3 Initial screening of evidence

The Plagiarism Officer will review the evidence as presented by the marker or module organiser and classify as being of Low, Medium or High Level. For cases classified as a Low Level, the Plagiarism Officer will proceed as stated in B5.2(1) below and may recommend an action plan setting out an appropriate learning package (to include referral to the Learning Enhancement Team in the Dean of Students Office) without having a formal plagiarism meeting at School level. The student may either accept the action plan and learning package as offered by the Plagiarism Officer or can request that a formal School plagiarism meeting take place. In all other cases a formal Plagiarism meeting should be held.

4 Formal School Plagiarism/Collusion Meeting

Where a formal School plagiarism/collusion meeting is held, the case shall be considered by a panel consisting of the Plagiarism Officer from the school, the marker and a Plagiarism Officer from another school, hereafter referred to as the Panel. The student will be summoned to a meeting to discuss the alleged plagiarism and/or collusion for the module(s) in question, which may also include other work being recalled as set out under B2, by the meeting's Secretary who shall normally be a senior member of administrative staff in the relevant Office within the Learning & Teaching Service. In addition to the summons the student shall be provided with a copy of the annotated work and the Turnitin report. The student will also be advised within the summons to bring along any supporting evidence to assist with the investigation (documents normally in hard copy format), including those relating to any mitigating circumstances. The summons shall be delivered to the student's pigeon-hole in his or her Faculty/School of Studies and/or University e-mail address at least five working days (Saturdays, Sundays and University closure days excepted) before the meeting. Alternative arrangements will be made for correspondence with students who are on placement or other permitted absence.

If a student wishes to appear and can prove that s/he is unable to appear at the School Plagiarism meeting for good reason by notifying the Secretary of the Plagiarism meeting at the earliest convenience, the meeting may be rescheduled or alternative arrangements made, e.g. by correspondence or video-conferencing facilities. If a student fails to appear at the meeting without providing good reason, the meeting shall proceed in the student's absence.

The meeting shall be chaired by the School Plagiarism Officer. If the School Plagiarism Officer is also the module organiser/internal marker, then the Plagiarism Officer from another School will act as chair. The Plagiarism meeting should establish the relevant facts. The internal marker who has identified the alleged plagiarism and/or collusion shall also be in attendance. The student may, if s/he wishes, bring an accompanying

person, who shall not take an active part in the proceedings. In all cases the student themselves shall answer any questions raised in the meeting. The accompanying person shall not be a member of UEA academic staff. If in the opinion of the Plagiarism Officer, the accompanying person, is or appears to be, interfering with the proper conduct of the business of the meeting, the Plagiarism Officer has the right to i) adjourn the meeting and reconvene it at a later date and ii) to exclude that person from attending the reconvened meeting. A record of the meeting shall be taken by the Secretary to the School Plagiarism/Collusion meeting.

The meeting shall proceed in the following order:

- (1) the marker who has initially raised the suspicion of plagiarism presents their concerns, however, is not part of the outcome decision making process;
- (2) the Plagiarism Officer shall then provide the student with an opportunity to respond to the concerns of the marker;
- (3) the Panel may ask further questions;
- (4) the Plagiarism Officer shall advise the student that where Plagiarism/Collusion is denied, the case shall be referred to a SSDC Panel and the student will be able to present their case at that time;
- (5) the marker, student and accompanying person shall then leave the meeting;
- (6) the Panel decides on the suitable outcome;
- (7) the student will be advised of the outcome of the meeting in writing within five working days;
- (8) the student can reconsider their plea within five working days of the formal meeting;
- (9) the Head of School is advised of the outcome.

5 Outcomes

- 5.1 In the event that the student **admits** plagiarism or collusion, the Plagiarism Officer shall determine the seriousness of the offence and classify it as a Low Level, Medium Level, or High Level offence using the grid below as guidance. When making a judgement on the level of the offence, the Plagiarism Officer shall apply the principle of “balance of probability”, weighing-up all the evidence and reaching a judgement on what was the most probable scenario to allow classification of the plagiarism/collusion offence to be set at the appropriate level. The grid

should be interpreted with reference to the associated guidance notes which can be viewed at:

<https://www.uea.ac.uk/ltqo/taughtprogs/plagiarism/Guidance+Note>

In cases where the School Plagiarism Officer is aware of any mitigating circumstances which should be taken into consideration before the outcome of the Plagiarism meeting is conveyed in writing to the student he/she should bring these to the attention of the Head of the School. Where a Head of School (or Head of School designate) believes that the mitigating circumstances should reduce the level of an offence from a High Level offence to a Medium Level offence or from a Medium Level offence to a Low Level offence, the Chair of the Student Senate Discipline Committee should be consulted for a view to ensure consistency of practice across UEA.

Plagiarism/Collusion Classification Guide

Plagiarism and Collusion			
	Classification		
Criterion	Low Level	Medium Level	High Level
Experience of student <i>Considers the extent to which the University or College can expect that the student is aware of the requirements and expectations of academic writing, the nature of plagiarism and collusion and the seriousness of their actions</i>	Indicator: The University/College cannot rely on an assumption that the student(s) is familiar with the requirements and expectations of academic writing. For example: The student is unaware; has not been instructed, advised or informed about plagiarism and collusion;	Indicator: The University/College is entitled to assume familiarity with the requirements and expectations of academic writing and the rules governing plagiarism and collusion but the student(s) may be uncertain as to their precise nature and application. For example: The student has received guidance or instruction about plagiarism and collusion but has not fully	Indicator: The University/College is entitled to assume understanding of the requirements and expectations of academic writing and knowledge of the regulations governing plagiarism and collusion. For example: The student is aware, e.g. has undertaken instruction in plagiarism and collusion;

	<p>No instructions re. group work were made known;</p> <p>Student (s) is in the first year or first semester of their course;</p> <p>no previous record of plagiarism or collusion.</p>	<p>understood or demonstrated its application;</p> <p>Instructions re. group work are ambiguous, incomplete or unclear;</p> <p>Student(s) is in the second or later semester/term of their course;</p> <p>Student has transferred in from another course/institution;</p> <p>Student has completed known instruction(s) in avoiding plagiarism and/or collusion;</p> <p>previous low level case detected.</p>	<p>Clear instructions re. group work have been given but have been ignored;</p> <p>Student(s) has spent 2 years or more in UK HEI or similar;</p> <p>previous medium or high level case detected.</p>
<p>Nature of Plagiarism</p> <p><i>Nature of the breach of academic Scholarship</i></p>	<p>Indicator: poor academic practice;</p> <p>Plagiarism For example:</p> <p>Suspect text is incidental to fundamental argument and is largely descriptive rather than</p>	<p>Indicator: bad academic practice;</p> <p>Plagiarism For example:</p> <p>Suspect text contributes to or supports analysis, argument or conclusions but</p>	<p>Indicator: clear breach of acceptable academic practice;</p> <p>Plagiarism For example:</p> <p>Suspect text contributes the sole or greater part of analysis argument or conclusion and the students own work</p>

	<p>analytical or supportive of argument or conclusions;</p> <p>referencing or attribution of work is not clear or is inadequate, or has numerous errors;</p> <p>inappropriate paraphrasing;</p> <p>Collusion For example: misunderstanding of what constitutes collective activity;</p> <p>Lending own work to another student in the belief that it will not be copied.</p>	<p>student's own work can be identified and is of greater or at least comparable significance;</p> <p>failure to reference and/or cite adequately;</p> <p>copying phrases, sentences or paragraphs of material from websites, book or other publications;</p> <p>writing style improved beyond proof-reading limits;</p> <p>Collusion For example: copying segments of other students' assignment work;</p> <p>Lending own work to another student in the knowledge that it may be copied.</p>	<p>cannot readily be discerned;</p> <p>fabricated references or citations;</p> <p>whole work is copied (from other students without their knowledge or consent or from other sources published or unpublished);</p> <p>writing style improved far beyond proof- reading limits;</p> <p>Collusion For example: Whole/substantial parts of the work is copied from other students without their knowledge/consent;</p> <p>The sharing of work or content in the knowledge that it will be copied;</p> <p>Deliberate concealment of the collective activity.</p>
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<p>Extent of plagiarism</p> <p><i>Amount or proportion of assessment item or work that is not the students' own;</i></p> <p><i>Extent to which the assessment process is compromised;</i></p> <p><i>Note: in determining the volume of work in question it is likely that reliance will be placed on a Turnitin or similar plagiarism detection report.</i></p>	<p>Indicator: Suspect text constitutes less than 5% by volume of the whole;</p> <p>For non-text content:</p> <p>One (minor) graphic;</p> <p>A few elements of computer source code;</p> <p>Simple mathematical or scientific proof/algorithm/formulae.</p>	<p>Indicator: Suspect text constitutes more than 5% but less than 20% by volume of the whole;</p> <p>For non-text content:</p> <p>More than one graphic;</p> <p>Several lines or segments of computer source code;</p> <p>Several or major/more complex mathematical or scientific proof/algorithm/formulae.</p>	<p>Indicator: Suspect text constitutes more than 20% by volume of the whole;</p> <p>There is significant appropriation of ideas, artistic work or elements of the argument/conclusion.</p> <p>For non-text content:</p> <p>Multiple graphics copied;</p> <p>Little or no own work can be identified with certainty;</p> <p>Complex, advanced proofs or algorithms have been copied.</p>
<p>Intent of student to cheat by way of plagiarism or collusion</p> <p><i>Intentionality of the act of plagiarism and intent to cheat by way of plagiarism;</i></p>	<p>Indicator:</p> <p>On the balance of probability intent to cheat is unlikely or doubtful;</p> <p>The evidence indicates that the act of plagiarism and/or collusion was unintentional or due to lack of knowledge;</p>	<p>Indicator:</p> <p>On the balance of probability intent to cheat is probable but cannot clearly be substantiated;</p> <p>The evidence indicates that the act of plagiarism or collusion was as a result of negligence or carelessness;</p>	<p>Indicator:</p> <p>On the balance of probability intent to cheat is evident and can be substantiated;</p> <p>The evidence indicates that the act of plagiarism was deliberate and planned;</p>

		The student(s) will be aware of the nature of the offence of plagiarism or collusion but have disregarded or ignored it.	The student(s) will be aware of the nature of the offence of plagiarism or collusion but have deliberately attempted to conceal the activity.
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5.2 After classification of the offence, the following outcomes should apply:

(1) LOW LEVEL (technical breach to be dealt with educatively):

The Plagiarism Officer shall not impose a marks penalty and the student may be given the opportunity of resubmitting the work as if for the first time to be submitted not later than five days after the adjudication of the decision regardless of whether it is a summative or formative assessment item. In order to help the student avoid plagiarism and/or collusion in future assignments, the student shall be offered support which may be in the form of an appropriate learning support package.

(2) MEDIUM LEVEL:

(a) Plagiarism

This applies to any incident of plagiarism which occurs at a point where the University is confident that the student has received sufficient Plagiarism and Collusion training. The Marker shall record a mark for a summative item of assessment which assesses the work as far as possible excluding the plagiarised material. This ensures that the recorded mark reflects the student's own work. As no marks deduction is possible for a formative item of assessment, the offence should be recorded as a Medium level plagiarism offence for future reference.

(b) Collusion (Summative and formative work)

(i) Summative work

Where two or more students have worked together and it is impossible to determine who has produced the work, the pieces of work will be marked as they stand and the highest mark of those awarded will be divided equally among the number of students deemed to have colluded.

¹ UEA kindly acknowledges permission from Curtin University, Australia to use its table of determining the seriousness of plagiarism as published in: "Dealing with Student Plagiarism: Guidelines for Staff 2007"

If, however, it is clear that one of the students has produced most/all of the work and lent it to the others, the Plagiarism Officer shall record marks to take account of the effort put in by the student who produced the work, and the lack of effort from the other students who colluded.

(ii) Formative work

If possible determine which student has produced which proportion of the work, note the proportion of work attributable to each student and record this as a Medium level plagiarism offence for future reference.

(c) Disciplinary action

After identifying a Medium Level offence as described under paragraphs 5.2 (2) (a) or 5.2 (2) (b) above, the Head of School in which the student is registered may refer the case to the Senate Student Discipline Committee for further action regardless of whether the work is of a summative or formative nature. In doing so, the Head of School may use his/her discretion making a judgement based on the nature of student's previous plagiarism offence(s).

(3) HIGH LEVEL:

(a) Serial plagiarism or collusion

This applies to any incident of plagiarism which occurs at a point where the University is confident that the student has received sufficient Plagiarism and Collusion training.

(i) Summative work only

Where a High Level offence is judged to be the result of serial plagiarism, (i.e. there have been previous instances of Medium Level plagiarism as set out below under 3 (a) (ii), the work should be marked in accordance with a Medium Level offence.

(ii) Formative and summative work

A formal judgement of serial plagiarism cannot result from previous work being identified as plagiarised without plagiarism in this work having been drawn formally to the student's attention either via the procedure as stipulated under paragraph B3 of this policy or via a formal School

plagiarism meeting (i.e. serial plagiarism cannot result from work having been recalled in accordance with B2, but in which plagiarism had not been identified at the time). An example of a serial offence being classed as a High Level offence will normally be at least three previous occasions of Medium Level offences relating to formative and/or summative work all of which would need to have been formally drawn to the student's attention via a School plagiarism meeting.

(b) High Level– not serial plagiarism or collusion

Where the offence is serious and has been identified as a High Level offence, but there is no evidence of serial plagiarism committed by the student, the Plagiarism Officer shall record a mark of 0% for summative work and record the offence as a High level offence for both summative and formative work.

(c) Disciplinary action

After identifying a High Level offence as described under paragraphs 5.2 (3) (a) or 5.2 (3) (b) above, the Head of School in which the student is registered shall refer the case to the Senate Student Discipline Committee for further action regardless of whether the work is of a summative or formative nature.

(d) Fitness to Practise Panel

Where programmes lead to professional qualifications, a Head of School may refer a student with a confirmed High Level offence to a Fitness to Practise Panel.

- 5.3 The documentation relating to the (i) record of the meeting, (ii) the assessed work in question and (iii) the findings and (iv) for summative work the mark recorded by the Plagiarism Officer, shall be retained on the student's file in the appropriate Office within the Learning & Teaching Service (this shall be the case even where a student is found not to have plagiarised or colluded).

The student will be given a copy of the documentation relating to (i)–(iv) above. The Secretary of the meeting shall also inform the Head of School in which the student is registered by sending the documentation relating to points (iii) and (iv) to her/him.

The Secretary to the meeting shall ensure that for summative work the correct mark is recorded for the student to be forwarded for confirmation to the relevant Board of Examiners. The Board of Examiners may be made aware by the Chair of the Board of any marks recorded reflecting plagiarism and/or collusion. It is however the

responsibility of the Chair of the Board of Examiners to ensure that any decisions on progression, classification or the award of academic qualifications are not further influenced by a student having plagiarised and/or colluded.

- 5.4 Where the student has decided not to proceed to a formal School plagiarism meeting when a Low Level offence has been identified by the Plagiarism Officer as described under paragraph B3 of this policy, the student will receive a paper copy of the action plan/learning package as identified by the Plagiarism Officer. A copy of the action plan/learning package shall be retained for the duration of the student's period of registration on the student's file in the appropriate Office within the Learning and Teaching Service.

6. Denial

- 6.1 In the event that a student denies that he or she is guilty of plagiarism or collusion after a medium or high level case of plagiarism has been identified by the School Plagiarism Officer, the case is referred to Senate Student Discipline Committee for further action.

7 Appeals

A student may appeal against a **penalty** (i.e. the level and consequences) applied under paragraphs 5.2 (section B) and should do so in writing to the Director of University Services (Learning and Teaching) within ten working days of the notification of the outcome, setting out the grounds for the appeal. The appeal shall be heard at Stage 1 of the *Academic Appeals Procedure*. (Paragraph 12.2 of the *Academic Appeals Procedure* sets out how, if an appeal against a penalty applied under paragraph B5.2 or B6.2 of this Plagiarism and Collusion policy is accepted, the reconsideration of the work in question to be carried out.)

8 Reporting Plagiarism

School Plagiarism Officers shall complete an annual report to the Learning and Teaching Committee of Senate which should include equality monitoring data and a summary of any use of TURNITIN by the School for the year of the report.

Name of Student

Student Details

Date

Private and Confidential

Dear xxxxxx

I must advise you that an issue has arisen with regard to the work you submitted for the (Module Number). When the (coursework item) for (Module Number) was marked, there were concerns raised that some of the sources of your material may not have been properly acknowledged which could potentially be a breach of the University's regulations on Plagiarism and Collusion.

As Plagiarism Officer for (School), it is important for me to meet with you as soon as possible so that we can discuss your use of sources for this piece of work. I will be in touch again very shortly with further information about the date and format of this meeting and enclosing a copy of your work annotated in order that you can see the sections that have raised concern.

In the meantime, I return your original work showing the provisional mark given to you for this assessment pending our meeting. Please note that, following the outcome of the meeting, it is possible that this provisional mark may remain unchanged, or the mark could be adjusted.

The University's regulations on Plagiarism and Collusion can be found on the LTS website at the following location:

Xxxxxxxxxxxxxxx

You may wish to contact the Student Union Advice Centre for further guidance or advice. Contact details are as follows:

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Yours sincerely

Xxxxxxxxxxxxxxxxxxxxx

(School) Plagiarism Officer

- Cc Academic Adviser
- Module Organiser
- Marking Tutor
- LTS Co-ordinator

Name of Student

Student Details

Date

Private and Confidential

Dear xxxxxx

Further to my letter of (date) regarding your use of sources in (coursework item) for (Module Number), in accordance with the University's regulations on Plagiarism and Collusion, a meeting has been arranged to discuss this matter. The meeting will take place on (Date) at (Time) in (location). You should report to (location) on arrival.

The meeting will be attended by myself, as (School) Plagiarism Officer, the marker and the Team Leader from the Learning and Teaching Service. A formal record will be made of the meeting. Please note that you may bring a friend with you for support.

In preparation for the meeting, I attach an annotated copy of your work which indicates the passages that have raised concern. During the meeting, you will be asked to explain your use of specific material contained in these passages and given an opportunity to present any circumstances that you think may be relevant to this matter.

It is recognised that sometimes plagiarism may occur unwittingly and that it is not always a deliberated attempt to deceive. However, it is a matter which the University takes very seriously and, if plagiarised material is identified in your work, we will wish to establish the causes for this and further action may be taken which may result in an appropriate penalty being applied.

Please would you confirm that you are able to attend this meeting to (LTS Team Leader) on (contact details). If you wish to bring a friend, please would you also confirm to (Team Leader) their name and status. If you do not attend without providing an acceptable reason in advance of the meeting, the meeting may proceed in your absence.

The University's regulations on Plagiarism and Collusion can be found on the LTS website at the following location:

Xxxxxxxxxxxxxxx

You may wish to contact the Student Union Advice Centre for further guidance or advice. Contact details are as follows:

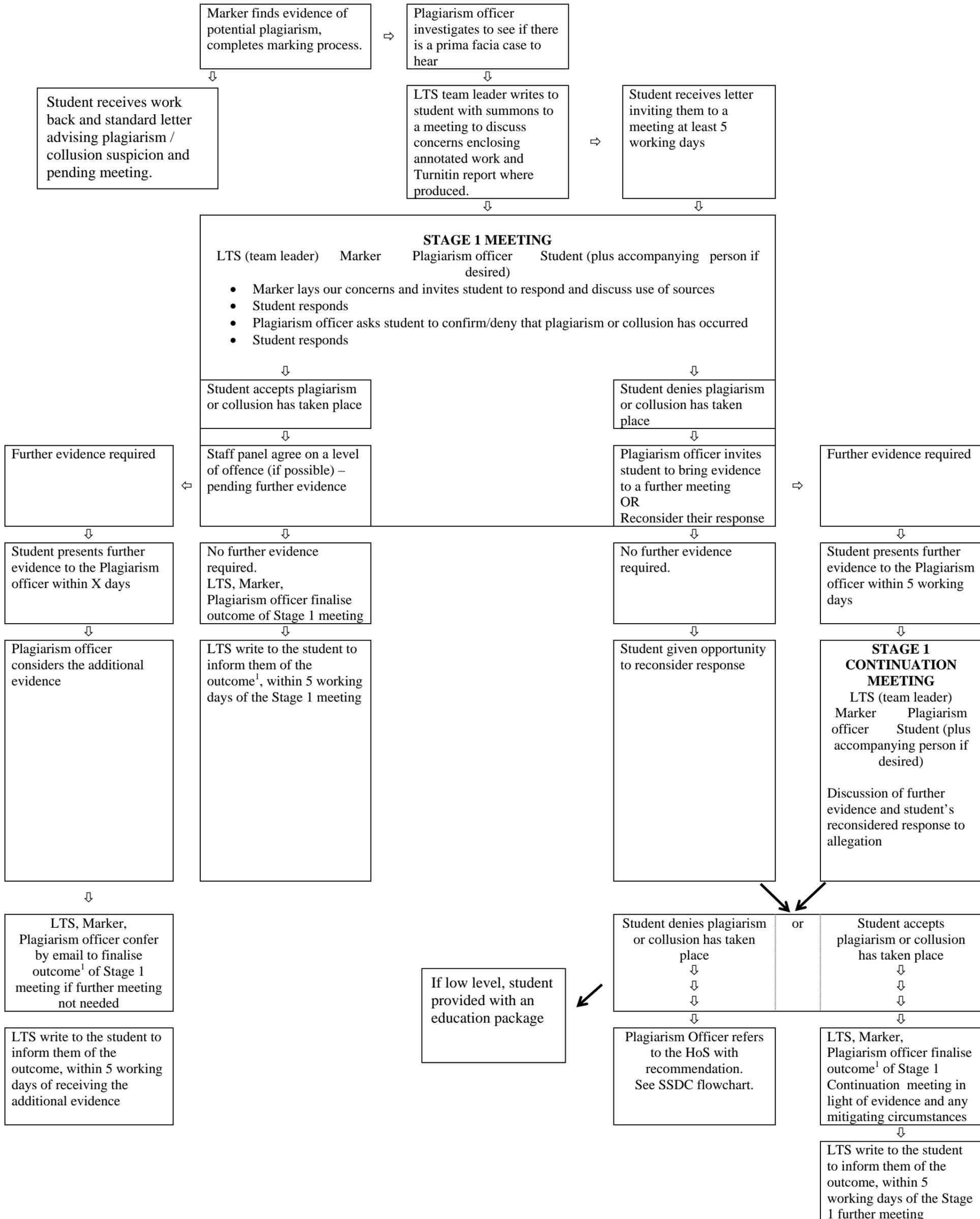
Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

Yours sincerely

Xxxxxxxxxxxxxxxxxxxxx

(School) Plagiarism Officer

- Cc Academic Adviser
- Module Organiser
- Marking Tutor
- LTS Co-ordinator



¹ Outcome can include notification of level and/ or notification that as a high level offence the matter has been referred to the HoS
 Appendix 3 Flowchart for staff guidance of stages 24/04/13

APPENDIX 4
SSDC Flowchart v1.

