

## **Plagiarism and Collusion Policy – Guidance for Students and Staff**

### **1 Introduction**

**1.1** These guidance notes should be read in conjunction with the University Policy on Plagiarism and Collusion which can be found at:

<http://www.uea.ac.uk/learningandteaching/documents/discipline/University+Policy+on+Plagiarism+and+Collusion>

**1.2** These guidance notes and the accompanying flowcharts are not formally part of the University Regulations but are designed to assist staff and students in their reading of the Policy and in understanding how it will be applied in practice.

**1.3** It is anticipated that the new approach will result in greater understanding of plagiarism amongst students and that, where students have plagiarised/colluded, the process of addressing this is transparent and efficient.

**1.4** The new Policy is effective from the start of the 2013-14 academic year and will apply to all students enrolled on modules starting on or after 23 September 2013.

**1.5** Students who have detailed queries regarding any aspect of the Plagiarism and Collusion Policy should contact their Hub where staff will direct the query to the most appropriate office within the University.

**1.6** Numerical references in the guidance below refer to the relevant section of the Extenuating Circumstances Regulation.

### **2 Important Changes:**

Staff and students should familiarise themselves with the Policy and accompanying documentation. The major changes to note are:

- 2.1 Markers are reminded that they are marking the body of work, not the person, and that students are guilty of plagiarism only when this has been formally determined.
- 2.2 Where plagiarism or collusion is suspected, the Marker shall mark the work on merit and the mark shall be released to the student together with a letter advising the student that there is suspicion of plagiarism.
- 2.3 Student are provided with details of the alleged offence and a copy of the Turnitin report, where applicable, in advance of the School Plagiarism Meeting.
- 2.4 Where a student submits a number of assessments at the same time in the first semester, all will be treated as being the same level (e.g. Level One if a student has not plagiarised before) as the student has not been given the opportunity to learn from their mistakes.
- 2.5 The student is advised of the consequences of denying an allegation during the first meeting.
- 2.6 The student is advised to bring along supporting evidence to the first formal meeting, including mitigating circumstances.
- 2.7 The first formal meeting consists of a panel, made up of the School Plagiarism Officer, marker and a Plagiarism Officer from another school.
- 2.8 The student is given 5 working days to reconsider their plea following the meeting.

- 2.9 The Policy includes a new Plagiarism/Collusion Classification Guide.
- 2.10 The Faculty Panel meeting has been removed.
- 2.11 Where plagiarism/collusion is denied for Level One cases, an educational package is put in place by the School.
- 2.12 Where plagiarism/collusion is denied for level 2/3 cases, students are automatically referred to SSDC.
- 2.13 The introduction of a FAQ set of notes for students

### **3 Impact on Other Regulations:**

*Appeals and Complaint Procedure:* Where a student denies and is referred to an SSDC, any subsequent appeal would go through the SSDAC route and not the Stage Two Academic Appeal route.

### **4 The Role of Plagiarism Officers:**

The role of the Plagiarism Officer should be both Educative and Policing. The educative duties may include training of staff and students, advising colleagues on assessment design to develop a preventative approach to plagiarism and promoting and developing practice with teaching colleagues.

### **5 What will happen if Plagiarism or Collusion is suspected?**

**5.1** Where a Marker suspects plagiarism or collusion, they allocate a mark that is based solely on the merit of the material being marked.

**5.2** The mark should be returned to the student at the same time as the rest of the cohort i.e. normally within 20 working days.

**5.2.1** Where the suspected plagiarism is found within a PGT dissertation, the - provisional mark will not be disclosed. Instead and in accordance with CMF regulations, the student will be advised of his/her mark following the meeting of the Board of Examiners.

**5.3** The Marker should additionally provide the Plagiarism Officer with an annotated copy of the documentation indicating where there is suspected plagiarism and/or collusion as soon as possible in the marking process.

**5.4** The Marker should be separated from the work of the cohort and passed to the Hub with notification of the suspected plagiarism or collusion.

**5.5** The work will be held on the Hub Reception and the student e-mailed to ask them to collect the work and an accompanying standard letter (P&C Letter 1) advising the student that there is a suspicion of plagiarism.

**5.6** Once the meeting is arranged, the student shall be sent a second standard letter (P&C Letter 2) inviting them to the School Plagiarism meeting, which will be accompanied by an annotated copy of the work indicating the passages that have raised concern.