

PLAGIARISM PROCEDURE

1. Introduction

Plagiarism may be regarded as a substantial academic irregularity under the University Code of Discipline for Students (Chapter 5 of Regulatory Framework) and all instances are liable to be investigated and to be given due consideration under the terms of that Code.

2. Detecting Plagiarism

In terms of detecting Plagiarism:

- All written coursework assignments must be submitted in electronic format.
- The University's plagiarism detection software should be used in conjunction with other means of detection to analyse assessment submissions in all modules where text based plagiarism may be an issue.

3. Plagiarism Panel

Any suspected case of plagiarism will be referred in the first instance by the member of academic staff concerned to the Chair of a Plagiarism Panel constituted in the relevant academic School.

The Chair of the School Plagiarism Panel will be appointed by the Dean of School.

The membership of the School Plagiarism Panel will be:

- the Chair
- two members of academic staff from the School appointed by the Plagiarism Panel Chair

The member of academic staff who refers a case of suspected plagiarism to the Panel must not serve as a member of that Panel for the purpose of giving consideration to this case, but, where required, will attend the Panel for the purpose of presenting evidence.

The Plagiarism Panel Chair will inform the student in writing of the alleged offence and of the requirement to attend for interview.

The Plagiarism Panel will determine whether an offence has been committed and, if so, whether the offence is minor, serious or major.

4. Plagiarism Penalties - Tariff

Class	Category	Plagiarism Panel - Penalty
1	Minor	Resubmit without loss of attempt. Resubmission mark Capped* at the threshold pass mark for the module
2	Serious	Resubmit with loss of attempt. Resubmission mark Capped* at the threshold pass mark for the module
3	Major	Invoke disciplinary process

** Capped marks will be carried forward in subsequent attempts and will appear on the student transcript*

The outcomes will be communicated by university student email to the student's correspondence address.

A student will have the right to appeal the MINOR and SERIOUS decisions of the Plagiarism Panel. Such appeals will be referred to the Senate Appeal Committee (see Chapter 6 of Regulatory Framework).

Procedure Author – Previously in Regulatory Framework	Procedure Owner – Vice Principal (Academic)
Parent Policy Statement - Student Success	Public Access or Staff Only Access - Public
Version 1 – 30 th July 2018	Changes and Reason for Changes – stand - alone procedure – previously in Regulatory Framework