

If you have been informed of an allegation of plagiarism, then this leaflet is designed to explain the process and to manage expectations. If you have been informed that an allegation has been made...

What should you know...?

Firstly, it is important to know that the University take plagiarism very seriously but that the procedures for dealing with allegations of plagiarism are in stages, special arrangements have been made for student in their first year at CCCU (whatever level of study), they are designed to help you to realise where you have gone wrong and to resolve problems.

No matter what year of study you are in, the process is undertaken in sequence, as outlined in the table in this leaflet.

Only when an allegation of plagiarism is sustained at earlier stages, or it is evident through investigation that you have engaged in gross academic misconduct, will the matter go to a Stage 3 Faculty Panel, one of the options available at all Stages is to refer to a Stage 3 Faculty Panel, this would only be for cases of gross academic misconduct, however, it would not automatically go to stage 3 disciplinary proceedings without consideration at an earlier stage.

Who investigates it?

For student in their first year at CCCU (whatever level of study) it is usually a tutor as there are no penalties at this stage. Those undertaking investigations or sitting on panels that could lead

to penalising you must not have been involved in marking your work.

What are they looking for?

Once an allegation has been made against you at stages 1-3 then potentially all of your work that has been submitted for assessment and not been agreed by an Exam Board (usually at the end of the academic year) may be investigated for plagiarism. This includes work that has already been submitted, marked, and returned to you; in such a case any penalty awarded will override the original mark.

The tutor who suspects a possible plagiarism offence is responsible for collecting appropriate evidence, including marking your work with annotations to indicate the plagiarised sections and where they have come from.

When can I prepare for an allegation of Plagiarism?

Your Programme Director will notify you in writing of:

- the allegation, the grounds for the allegation, and the possible penalties
- the arrangements for undertaking the investigation
- your right to be accompanied by a friend defined as a fellow student, a member of the Students' Union, or a member of staff of the University
- the right to seek support for your preparation for the meeting from the University or the Students' Union

You should arrange a meeting with the Students' Union Advice Caseworker once you have a

confirmed date for the investigation and have received the previously mentioned information from your Programme Director. It might help you to go over your work and to gather together your notes.

What is the process for an investigation?

- At all stages within the procedure, the evidence held by the University in relation to the alleged plagiarism will be shared with you in advance of any interview or panel hearing. This means that you should be able to see a copy of your Turnitin Report before the meeting.
- You will be invited to appear in person to make an oral presentation and answer questions and may be accompanied by a friend, who may speak on your behalf. In some circumstances, you may participate in a telephone or video conference if it is impossible for you to attend in person.
- At the meeting, the allegation is to be explained to you and you are invited to respond.
- You will be informed in writing of the outcome of the investigation.

What are the possible outcomes of an allegation of Plagiarism?

Firstly, it could be decided that there is no case of plagiarism. However, if it is not then the following table outlines the procedures:

STAGE	PERIOD OF STUDY	PROCESS	POSSIBLE OUTCOMES	Can be accompanied
Introductory	first year at CCCU (whatever level of study) 1 st case	INTERVIEW Meet with an investigating tutor	Re-presentation of the assignment with full marks awarded	X
1	first year at CCCU (whatever level of study), 2 nd case not first year at CCCU, 1 st case	INTERVIEW Meet with an investigating officer and the Programme Director	Only mark non-plagiarised sections of the work, Or re-presentation of the work capped at the pass mark	✓
2	Any year, 2 nd case that has not been to stage 3	SCHOOL REVIEW Meet with 2/3 members of staff and Programme Director	Resubmit the assignment, if eligible, capped at the pass mark	✓
3	Any year, gross misconduct Any year, 3 rd case Any year, with previous case at stage 3	FACULTY PANEL Meet with 3 members of staff and Programme Director, Registry also present	More severe penalties	✓

can be referred to Stage 3 if Gross Misconduct

How can I appeal the decision?

There is no opportunity to appeal the decision of a Plagiarism Investigation, however if you feel the decision making process was unfair you can make representation under the University Appeals Policy; please contact the Students' Union Advice Caseworker for further information.

What to do next...

Now that you understand about the Plagiarism procedures, we strongly recommend that you seek support and guidance from your Students' Union. Arrange with the Students' Union Advice Caseworker to discuss your case and gain support in preparing for your interview, the Caseworker can attend this with you (unless you are at introductory stage).

To contact the Students' Union visit:

www.ccsu.co.uk

Please note that this is NOT the Official University Procedures for Dealing with Alleged Plagiarism it is simply guidance for students from the Students' Union

To access the Official University Procedures visit:

www.canterbury.ac.uk/support/quality-and-standards-office

You have been informed of an Allegation of Plagiarism...



What does this mean?

