Plagiarism and Cheating Processes

Tutor Identifies suspected breach of academic integrity

The case is discussed with the Quality Assurance Coordinator (QAC)

The suspected case is categorised

Poor Academic Practice (Category 1)
- Determined through the standard marking process
- Includes:
  - Inadequate referencing
  - Plagiarism
  - Self-Plagiarism

Outcome:
- Provision of feedback and learning opportunities around good academic practice

Academic Misdemeanour (Category 2)
- Includes:
  - Plagiarism
  - Self-Plagiarism
  - Repeat instance of poor academic practice
  - Work cannot be marked

Academic Misconduct (Category 3)
- Includes:
  - Repeat instances of academic misdemeanour
  - Cheating

Gross Academic Misconduct (Category 4)
- Includes:
  - Contract cheating
  - Falsification of data
  - Cheating

QAC to conduct meeting
- Give Student and School Notice of Meeting (at least 5 working days)
- Conduct Meeting
- Outcome:
  - If Found / Admitted
  - A mark of zero is attributed to the assessment and the case is referred to the Module Board to confirm eligibility for re-assessment.

Refer to QAC for Investigation
- Give Student and School Notice of Interview (at least 10 working days)
- Conduct Investigatory Interview
- Outcome:
  - If Found / Admitted – Module failed with no right of re-assessment
  - Student has a right to appeal the outcome following the Module Board or Progression and Award Board

Refer to QAC for Investigation
- Give Student and School Notice of Interview (at least 10 working days)
- Conduct Investigatory Interview
- Outcome:
  - If Found / Admitted – Level failed and requirement to withdraw from the course/pathway of study
  - Student has an immediate right to appeal the outcome

If eligible for Re-assessment – Cap 40

If not eligible for Re-assessment component/module failed in accordance with Assessment regulations

N.B In the event that no offence has occurred at any stage of these processes, the documentation associated with the allegation shall be shredded immediately after the decision is made.