Appendix 1
Flowchart of procedures set out in section 1 of Annex 10: Academic Discipline Procedures
(updated Sept 2013)

Member of staff suspects plagiarised work

Chair of School Discipline Committee informed and provided with evidence
- Student informed

Case to answer

No case
- Case dropped
- Student informed

First offence and if:
- Plagiarism is deemed to be a result of poor academic practice
- No evidence of intent to deceive
- First such offence by the student
- sec 1.5.

Deemed uncontested minor offence

Serious offence sec 1.8

Minor offence sec 1.7

Letter to student and penalty proposed

Decision made privately by Disciplinary committee and student informed.
Serious: sec 1.8 / minor: sec 1.7.2 penalties sec 2 and 3

Student contests allegation sec 1.7.2

Student does not contest allegation sec 1.7.3

maximum possible penalty for uncontested minor offence is mark of zero Right to appeal: sec 4

Mark may be awarded for the non-plagiarised part of the work
- Sec 1.5.3 first offence: Student may resubmit for a maximum of a pass mark within term time
- Sec1.7.3/2.2.4 resubmission rules for minor offences

School Discipline Committee hearing

Student plus non-legal representative invited to submit written evidence. Oral hearing possible sec 1.8.

Minor: written submissions. Oral hearing possible. sec 1.7.2

May appeal against decision or penalty with three possible outcomes:
- Original decision may be confirmed
- A greater penalty may be imposed
- Original decision may be reversed see sec 4 for full details

secretary keeps confidential record of minor and serious offences.
this information may be released in employment or academic references. sec 1.8.7; cases notified under sec 1.7 and 1.8

non stage 1 student

Formal warning letter issued

Stage 1 student

Formal warning letter issued

Mark may be awarded for the non-plagiarised part of the work
- Student may be allowed to resubmit without penalty
- sec 1.5.3

cases dealt with under sec 1.5.3 are not recorded on academic reference or transcript sec 1.5.4