Flowchart of procedures as set out in section 1 of Annex 10: Academic Discipline Procedures (updated March 2017)

Member of staff suspects plagiarised work → Chair of School Discipline Committee informed and provided with evidence → No case: Case dropped → Student informed → Case to answer

Determine serious/minor case based on:
- % value of the assessment in question to module mark
- Amount of plagiarism within the work
- Number of offences and evidence of intent to deceive

See Guidance to sec 1.6

Serious offence → School Discipline Committee hearing

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

Decision made privately by Disciplinary committee and student informed.
- Serious: sec 1.8
- Minor: sec 1.7

Minor offence sec 1.7 → Student contests allegation sec 1.7.2 → Letter to student and penalty proposed

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
- Sec 1.7.3/2.2.4 resubmission rules for minor offences

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

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.

Sec: 1.5 Inadvertent plagiarism: procedures as for uncontested minor offences

non stage 1 student → Stage 1 student

Formal warning letter issued plus minor penalty → Formal warning letter issued

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