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

1. **Member of staff suspects plagiarised work**
   - Chair of School Discipline Committee informed and provided with evidence
     - Student informed
   - Case to answer

2. **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

3. **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 1.7.2 penalties sec 2 and 3

4. **Minor offence sec 1.7**
   - Minor: written submissions. Oral hearing possible sec 1.7.2
   - Student contests allegation sec 1.7.2
   - Student does not contest allegation sec 1.7.3

5. **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.
   - Letter to student and penalty proposed
   - 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

6. **Inadvertent plagiarism: procedures as for uncontested minor offences**
   - non stage 1 student
   - Formally warned letter issued plus minor penalty
   - Stage 1 student
   - Formal warning letter issued
   - 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

7. **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
   - cases dealt with under sec 1.5.3 are not recorded on academic reference or transcript sec 1.5.4