

## **Guidance to Accompany the Code of Practice on Academic Integrity**

### **Procedures for Plagiarism Investigations (Plagiarism, Examination Irregularity, or Class Test Irregularity)**

#### ***(Section 8 of the Code of Practice)***

#### **Group Work and Collusion Investigation**

1. Where an allegation of plagiarism involves group-based work or study, or involves suspected collusion (in work that may or may not be group-based work) and it is unclear where the responsibility for Assessment Irregularity lies, a meeting can be held with the Students individually, jointly or both of these options as it may be appropriate to meet with the Students individually and then follow up with a joint meeting.
2. Having investigated the circumstances, the AIO may be in a position to be able to differentiate between members of the group's involvement in the plagiarism and avoid the imposition of a group penalty
3. In cases of collusion, where a copy of a Student's work is being shown to another Student, or as part of the evidence for a suspected plagiarism, care must be taken to make such copies anonymous wherever possible.

#### **Determining the Category of Plagiarism**

#### ***(Section 9 of the Code of Practice)***

4. When considering any previous recorded instances of plagiarism, the AIO should only be considering instances which have occurred on the current level. e.g. where the student is on a PG programme of study and has undertaken an UG programme.
5. In plagiarism cases, the categorisation of the plagiarism will be determined by the AIO using their academic judgement. Some guidance to assist with this determination is set out below:

#### **6. Moderate Plagiarism**

It is likely that cases of plagiarism at Levels I, H, M and D would normally come under at least this category and would normally include but not be limited to:

- moderate inclusion of un-attributed or incorrectly attributed copying.
- collusion

- limited self – plagiarism which may include the reproduction in part, or in full, of work which has been used for another assessment or work on the same Programme or course.

#### 7. Serious Plagiarism– Academic Misconduct

This category includes but is not limited to:

- fabrication or misrepresentation
- commissioning/buying assessments
- reasonably extensive quantities of un-attributed or incorrectly attributed copying
- collusion
- repeated Moderate Plagiarism.
- plagiarism within the research element of a research Programme or a taught Programme, unless the extent was considered to be minimal
- submitting work which has in full or in part been obtained by fraud or deceit.
- submitting work that has in full or in part been commissioned.