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| **Canterbury Christ Church University** |
| **Procedures for Dealing with Alleged Plagiarism** |
| **Stage 1** **Investigation and Disciplinary Action at a Programme level** |
|  |  |  |  |
| Student Name: |  | Student ID number: |  |
|  |
| Programme of Study: |  |
|  |
| Subject  |  | Other subject (where appropriate) |  |
|  |
| Module(s) | Module Code(s) |
|  |  |
|  |
| Name of Investigating Officer | Date of Interview | Date of Report |
|  |  |  |
|  |
| ***Section One*** *- Record of review interview* |
| **Outline of Evidence of Plagiarism****Was Turnitin used as part of the process?** Yes/No**Student account of how plagiarism arose****Summary of issues****Means of addressing issues** |
|  |
| **Section Two – *Outcomes*** *(An Investigating Officer might require one or more of the following from the student)* |
| Action | Yes / No |
| Assessment of non-plagiarised sections only |  |
| Re-presentation of work (*where no mark can be awarded or mark for un-plagiarised sections is below the pass mark*) |  |
| Attendance at further study support sessions |  |
| Re-interview with tutor |  |
| Referral to Faculty Panel |  |
|  |  |  |  |
| **Section Three -** *Circulation of Report (wherever possible by email in pdf format)* |
| Recipient | Date Report Sent |
| Student |  |
| Programme Director |  |
| Programme Director of other subject (where appropriate) |  |
| Academic Support Office via academic.administration@canterbury.ac.uk |  |
| **NOTE**: The Programme Director (or nominee) should ensure that the team/person responsible for processing the collection and return of assessments is aware of the outcome of the plagiarism investigation. It is not however appropriate to forward this completed form as it contains confidential information. *Whilst a student may not Appeal against the academic judgement of an investigation or the penalty imposed, if they are not satisfied the review was conducted in accordance with the University’s Plagiarism Procedures they have the right to make an Appeal. The Appeal form and guidance can be found via* [*http://www.canterbury.ac.uk/students/academic-services/examinations/Initiating-an-academic-appeal.aspx*](http://www.canterbury.ac.uk/students/academic-services/examinations/Initiating-an-academic-appeal.aspx)*, and assistance in making an appeal can be sought from the Students’ Union, via* [*http://ccsu.co.uk/advice/appeals /*](http://ccsu.co.uk/advice/appeals%20/)*.* |