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| **Canterbury Christ Church University** | | | | | | |
| **Procedures for Dealing with Alleged Plagiarism** | | | | | | |
| **Stage 2** **Investigation and Disciplinary Action at a School level** | | | | | | |
|  | |  |  |  | | |
| Student Name: |  | | Student ID number: | | |  |
|  | |  |  |  | | |
| Programme of Study: |  | | | | | |
|  | |  |  |  | | |
| Subject |  | | Other subject (where appropriate) | | |  |
|  | |  |  |  | | |
| Module(s) | | | | Module Code(s) | | |
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| Panel Members[[1]](#footnote-1) | | | | Date of Interview | | |
|  | | | |  | | |
|  | | | | Date of Report | | |
|  | | | |  | | |
|  | |  |  |  | | |
| *Section One - Record of review interview* | | | | | | |
| Questions to the Deputy Chair (or nominee):  **What was the nature and severity of the plagiarism?**  **How was the plagiarism drawn to your attention?**  **What proportion of the assessment was considered to be plagiarised?**  **Was Turnitin used as part of the process?** Yes/No | | | | | | |
| Questions to the student:  **Was the student accompanied? If yes, by whom**  **Following your Stage 1 plagiarism review, what study support sessions did you attend?**  **How did you go about preparing this assignment (e.g. did you submit a draft through Turnitin)?**  **How do you account for the high degree of text matching on the originality report?** | | | | | | |
| Section Two – *Outcomes (The Panel might require a penalty and further actions of the student)* | | | | | | |
| **Found to have plagiarised?** Yes / No | | | | | | |
| **Penalty, where appropriate:** *e.g. resubmission of plagiarised assessment, award of 0% for the module* | | | | | | |
| Further Action | | | | Yes / No | | |
| Attendance at further study support sessions | | | |  | | |
| Interview with Programme Director | | | |  | | |
| 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 Panel 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/)*.* | | | | | | |

1. Panel will consist of 2 (or 3 where determined by Head of School) members, and must contain at least one from another School. No member should have been involved in any previous investigation for that student or the marking of the assessment(s) under investigation. [↑](#footnote-ref-1)