

ABDO College in conjunction with



Plagiarism – effective from 1st September 2016

Scope of arrangements

- 1.1. The University prohibits plagiarism as defined below in the University's Policy on Plagiarism. Accusations of plagiarism will be investigated and dealt with under the procedures set out in the Plagiarism policy. These procedures must be applied in full. The findings of plagiarism investigations will be binding upon relevant Boards of Examiners.
- 1.2. The arrangements apply to all taught programmes of the University irrespective of level. The procedures do not apply to research degrees.
- 1.3. A thesis, dissertation, report, essay or other form of assessment, which is undertaken as part of either an award-bearing programme or credit-bearing module, must be the student's own work and must not contain plagiarised or duplicated material. In these procedures the term 'plagiarism' includes duplication of a student's work from any form of assessment previously submitted for examination at the University or other any other educational establishment.
- 1.4. The procedures extend to allegations of plagiarism in any submission, whether a first or subsequent submission, including a subsequent submission arising from a resit whether or not there was an allegation of plagiarism in the original submission.
- 1.5. Cases that involve any act of direct cheating, including the purchase or commissioning of assessments that are prepared by others, will normally be dealt with by the School under the Academic Misconduct Procedures. Where an allegation is initiated under these plagiarism procedures, and it subsequently becomes evident during the investigation that the alleged was an act of direct cheating, the investigation will be completed under the plagiarism procedures rather than the Academic Misconduct Procedures.
- 1.6. A Deputy Chair of a Board of Examiners ('Deputy Chair') may nominate another member of the Board to undertake the responsibilities set out in the plagiarism procedures, and reference to a Deputy Chair shall be taken to apply to any such nominee.

Definitions

- 1.7. Plagiarism is the act of presenting the material, ideas, and arguments of another person/persons as one's own. To copy sentences, phrases or even particular striking expressions without acknowledgement in a manner which may deceive the reader as to the source is plagiarism; to paraphrase in a manner which may deceive the reader is likewise plagiarism. Plagiarism is identified in the composition of the work submitted by a student for assessment.
- 1.8. Copying is an act of plagiarism, incorporating into an assessment material from books, journals, the internet, the work of another student or any other source without acknowledgement and submitting it in verbatim or paraphrased form as one's own.
- 1.9. Collusion is an act of plagiarism through the submission of work for assessment that purports to be the student's own work but is in fact jointly written with another student or other students
- 1.10. Duplication of material means the inclusion in coursework (including essays, projects, reports, dissertations and theses) of a significant amount of material that is identical or substantially similar to material which has already been submitted by the student for the same or any other programme or course at this University or elsewhere. Gross academic misconduct which would require reference to a Faculty Panel represents those cases investigated under these procedures (rather than the Academic Misconduct Procedures) where in the view of the investigator or panel the student has committed an act of plagiarism where the majority of the assessed work is plagiarised and there are strong grounds to indicate that the student has sought to gain an unfair advantage.

Student obligations to prevent plagiarism

- 1.11. In order to comply with the fundamental requirements set out in paragraphs 6.7-6.10 above that all work submitted by the student must be his/her own work, the student must ensure that:
 - (i) the submitted work represents the student's piece of work to be marked or graded for the purpose of assessment;
 - (ii) phrases, sentences and passages taken verbatim from a published work are placed in quotation marks, or indented, and the source is acknowledged;
 - (iii) any paraphrasing of ideas and arguments taken from a published work, including those published on the internet, are clearly referenced;

- (iv) the inclusion of any other intellectual property, for example, illustrations, diagrams, designs, computer software, in written text or project work is clearly identified and acknowledged;
- (v) the inclusion of material from any electronic sources is carefully referenced;
- (vi) where work is done collaboratively and a single piece of work is submitted, the collaboration must be permitted by the Deputy Chair and it must be declared on the work; and
- (vii) the work being submitted, or any substantial amount of it, has not been presented previously or simultaneously for assessment in this University, or elsewhere

1.12. The student is at all times responsible for indicating the inclusion of the work of others in their submissions. Plagiarism does not require intent on the part of the student to deceive the examiner; the act of plagiarism is sufficient for disciplinary procedures to be initiated.

Stages in dealing with plagiarism

1.13. There is a staged approach to investigating allegations of plagiarism, and ordinarily students would be taken through these stages sequentially.

1.14. At all stages within the procedure, there is an expectation that the appropriate evidence held by the University in relation to the alleged plagiarism will be shared with the student concerned in advance of any interview with the student or panel hearing. A diagrammatic representation is given as **Annex A**.

1.15. Where an allegation of plagiarism is made, no feedback on the assessed work will be given to the student. Where the outcome of the investigation substantiates the allegation of plagiarism and the student is permitted to make a resubmission (whether with a capped or uncapped mark) no feedback on the assessment will be provided other than advising the students of the elements where the allegations of plagiarism have been substantiated.

1.16. At the Introductory Stage, in recognition that students in their first year at CCCU may require tuition in academic conventions over and above the general briefings provided, there is an emphasis on support for the student. In their first year at CCCU, students will be given one opportunity at the Introductory Stage. The outcome of the Introductory Stage will normally not involve the application of penalties, except in cases of serious academic misconduct which would be treated as all other similar cases.

- (i) The outcomes at the Introductory Stage apply only to students studying at CCCU in their first year (whatever level) for one instance.
- (ii) Following allegations of plagiarism, the student would be interviewed by an investigating officer appointed by the Deputy Chair, normally a tutor from the programme team other than the tutor identifying the plagiarism.
- (iii) The arrangements may only be applied on one occasion, even when a student changes programmes during a period of registration.
- (iv) The arrangements for the Introductory Stage are set out in **Schedule 1**.

1.17. At Stage 1 investigations take place at the programme level, and are undertaken by an investigating officer appointed by the Deputy Chair, who would also take disciplinary action.

- (i) The investigating officer is usually a tutor from within the School responsible for the programme, but the Deputy Chair may appoint a tutor from elsewhere within the faculty, or, in extraordinary circumstances, from another faculty. The programme director may be the investigating officer.
- (ii) The arrangements for Stage 1 are set out in **Schedule 2**.

1.18. At Stage 2, the disciplinary action will be undertaken by means of a School review, instituted by the relevant Head of School on the recommendation of the Deputy Chair.

- (i) The review will be undertaken by a panel of two or three members at least one of which must be from a School where the student is not studying.
- (ii) The decision on whether the panel will consist of two or three members will depend upon
 - a. the level of study; and
 - b. the size of the module in which the alleged plagiarism took place; and
 - c. the severity of the allegations; and
 - d. the potential consequences of a finding of plagiarism
- (iii) The Head of School will make the decision on the number of panel members through undertaking an assessment based on the information presented by the Deputy Chair responsible for bringing the charge of plagiarism
- (iv) The review will be undertaken by any combination of members of the School, the Faculty or other faculties, not connected with any previous investigation, including advisory sessions. The Head of School may draw upon other members of the Faculty, or tutors in other faculties, if this is deemed appropriate, to ensure that the student receives a fair hearing.
- (v) Those undertaking the review will meet jointly with the student and the Deputy Chair, or the nominee of the Deputy Chair.
- (vi) The arrangements for Stage 2 are set out in **Schedule 3**.

1.19. At Stage 3, the investigation and disciplinary action will be undertaken through a Faculty Panel, appointed by the Dean of Faculty, which will consist in all cases of 3 members. The Secretariat for the Faculty Panel will be appointed by the Academic Registrar.

- (i) Up to two members of the Panel may be from the Faculty initiating the proceedings but not from the School(s) in which the student is studying.
- (ii) All three members of the Faculty Panel may be from another Faculty, where this is deemed appropriate by the Dean).
- (iii) The Faculty Panel will meet jointly with the student and the Deputy Chair (or the nominee of the Deputy Chair, where this is deemed appropriate).
- (iv) The arrangements for Stage 3 are set out in **Schedule 4**.

1.20. No matter the level of study, the investigation is undertaken in sequence, with the exception set out in paragraph 1.21.

- (i) If a student Level 6 (formerly HE Level 3) faces allegations of plagiarism for the first time, the Stage 1 of the procedures would be operable as a matter of course, rather than Stages 2 or 3).
- (ii) Where a student has been investigated at an earlier stage, and plagiarism established, the subsequent investigation would be at the next stage, even if the allegation is made several years later.
- (iii) Only when an allegation of plagiarism is sustained at earlier stages, or it is evident through investigation the student has engaged in gross academic misconduct, will the matter go to a Stage 3 Faculty Panel, which is likely to impose much harsher penalties such as withdrawal from the programme, the withholding of a qualification, a reduction in degree class or preventing the re-sitting of modules.

1.21. There is recognition that a student who is being disciplined at any of the stages may have engaged in activities that are of sufficient seriousness that they warrant penalties that may result in termination of the student's studies.

1.22. One of the options available at each of the stages is for the matter to be referred to a Stage 3 Faculty Panel for determination. This would only be for cases of gross academic misconduct, where in the view of the investigator or panel the student has committed an act of plagiarism where the majority of the assessed work is plagiarised and there are strong grounds to indicate that the student has sought to gain an unfair advantage. Referral should not be taken on a routine basis or because the student was at an advanced stage in their studies.

- 1.23. The stages in the process entail a progressive increase in the penalties that would be applied. However, there would be no automatic recourse to the stage 3 disciplinary proceedings without consideration at an earlier stage, although if there is a finding of gross misconduct the matter can be referred to a Faculty Panel.
- 1.24. Where a student is alleged to have plagiarised in more than one piece of work concurrently, and the submission dates for the work and the marking session are in the view the Deputy Chair(s) concerned reasonably close together, the investigations will be conducted together at the same stage and be regarded as the same instance. The purpose behind regarding these as the same instance is that the student had not been made aware of the allegation of plagiarism and had not been given the opportunity to undertake study support.
- 1.25. Except for cases identified as per 1.21 above, any submission, including a subsequent submission as a result of an outcome plagiarism stage, should be open to action under the plagiarism procedures and therefore, where appropriate, trigger the next stage in the plagiarism procedures.
- 1.26. All plagiarism cases are to be counted during a student's continuous period of registration. A repeat year would not be counted as the first year at CCCU, and for students undertaking a repeat year, an accusation of plagiarism would be handled under the next sequential stage of the plagiarism procedures as appropriate.
- 1.27. Those undertaking investigations or sitting on panels that could lead to penalising the student must not have been engaged in the assessment of the work.
- 1.28. The decisions of plagiarism investigators and panels are binding on Boards of Examiners.

Dealing with offences: General procedures at stages 1, 2 and 3

- 1.29. The following procedures apply to all cases at Stages 1, 2 and 3; they do not apply at the Introductory Stage
- 1.30. All the work of a student that has been submitted for assessment and not been agreed by the Board of Examiners may be investigated for plagiarism. This includes work already been submitted, marked, and returned to the student; in such a case any penalty awarded will supersede the original mark.

- 1.31. The examiner who suspects a possible plagiarism offence is responsible for collecting appropriate evidence, including marking the student's work with annotations to indicate the plagiarised material. The examiner will then take the case to the Deputy Chair.
- 1.32. The Deputy Chair will decide whether there is sufficient evidence to proceed with the case.
- 1.33. The Deputy Chair will notify the student in writing of
- (i) the allegation, the grounds for the allegation, and the possible penalties
 - (ii) the arrangements for undertaking the investigation
 - (iii) the student's right to be accompanied by a friend defined as a fellow student, a member of the Students' Union, or a member of staff of the University.
 - (iv) the right to seek support for their preparation for the meeting from the Department of Student Support, Health and Wellbeing or the Students' Union.
- 1.34. The Deputy Chair will determine the members of staff who will be asked to present the evidence.
- 1.35. The student will be invited to appear in person to make an oral presentation and answer questions and may be accompanied by a friend, who may speak on behalf of the student. In exceptional circumstances, the student may participate in a telephone or video conference.
- 1.36. At the meeting, the allegation is to be explained to the student and the student invited to respond.
- 1.37. If the student or member of staff does not attend the meeting, the panel may investigate the case and determine the penalty (if appropriate) in the absence of the student or member of staff.
- 1.38. The Deputy Chair will be notified of the decision, and where appropriate inform the Board of Examiners of the decision.
- 1.39. A record of every meeting will be kept in accordance with the arrangements in the relevant Schedule.
- 1.40. The student is to be informed in writing of the outcome of the investigation in accordance with the arrangements in the relevant Schedule.

Appeals

- 1.41. There is no right of appeal by the student against the academic judgment of an investigation or the penalty imposed.
- 1.42. The student may appeal through the University's Appeals Procedures on the grounds that the investigation did not follow the correct procedures.
- 1.43. The appeals process does not apply at the Introductory Stage, where no penalty is imposed.

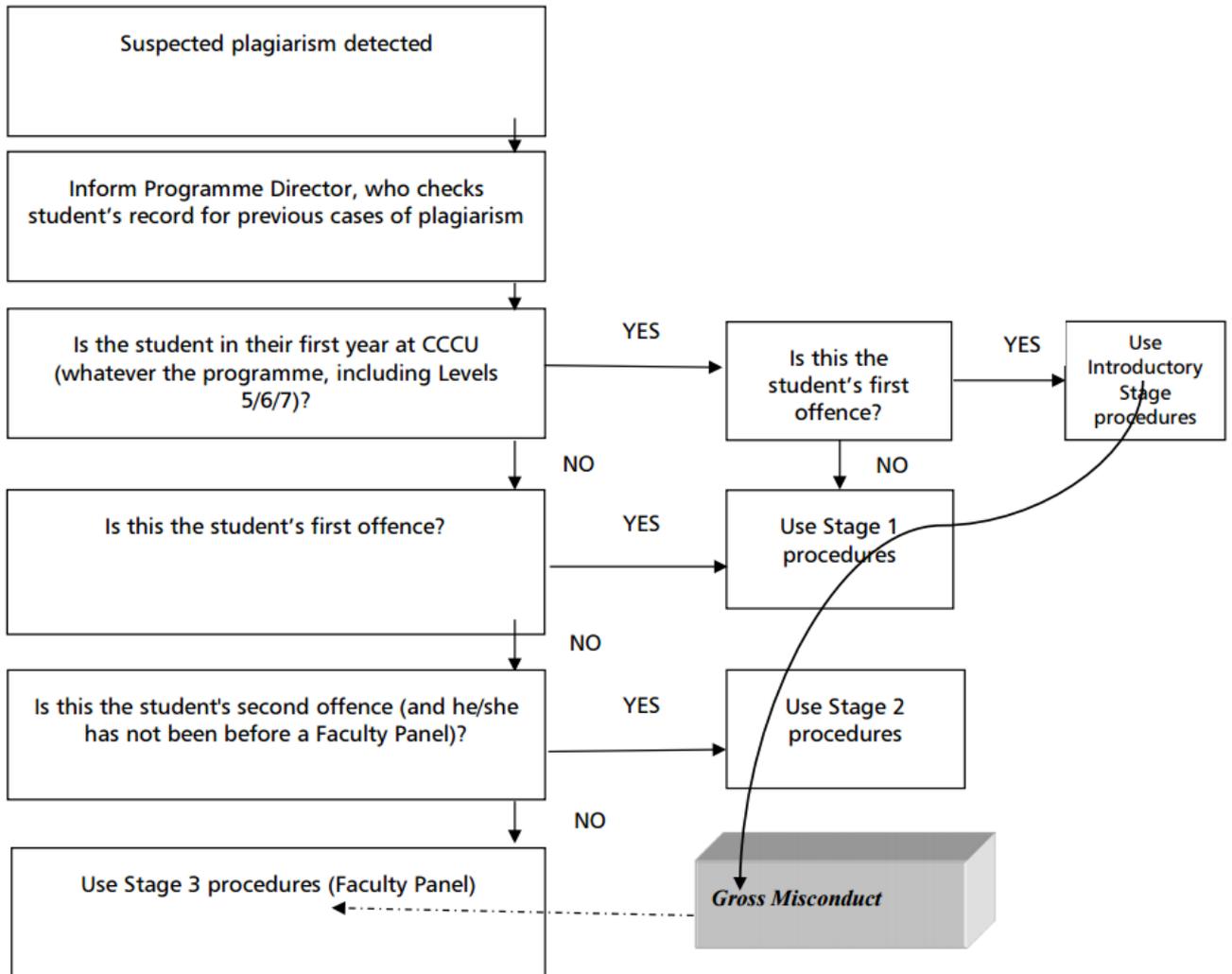
Professional disciplinary procedures

- 1.44. A student may be subject to professional disciplinary action where the regulations of a statutory or regulatory body concerned with professional registration require plagiarism to be reported for further investigation in line with the arrangements set out in the relevant fitness to practise or professional suitability procedures.
- 1.45. The report of a plagiarism investigation will be made available to a Fitness to Practice or Professional Suitability Panel and, where required, the relevant statutory or regulatory body, together with any other information that is necessary to investigate the need for a professional disciplinary action. The student has the right to request any information provided by the University in respect of any professional disciplinary action.

Supporting documentation

- 1.46. Supporting documentation approved by the Chair of the Education and Student Experience Committee is provided to provide guidance to those engaged in the investigation of plagiarism.
- 1.47. The supporting documentation will be revised from time to time with the approval of the Chair of the Education and Student Experience Committee.

ANNEX A PROCEDURES FOR THE INVESTIGATION OF PLAGIARISM



Accusations of plagiarism: Schedule 1

(Introductory Stage (available on one occasion during the first year at the University only))

Focus	Advisory
Method	<p>Plagiarism to be reported by the tutor marking the work to the Deputy Chair.</p> <p>Student interviewed by a representative of the Deputy Chair, other than the tutor identifying the plagiarism (“the interviewer”).</p> <p>The arrangements may only be applied on one occasion during the student’s first year at the University, even when a student changes programmes during a period of registration. (Students whose previous study at Canterbury Christ Church University was completed before September 2010 would be eligible for the Introductory Stage).</p> <p>On the second occasion, Stage 1 will be applied.</p>
Purpose	<p>To require the tutor to identify for the student the evidence giving rise to the allegations of plagiarism when the student meets with the interviewer. The interviewer will discuss how the suspected plagiarism came about, and to identify the means by which the student might overcome the issues identified. The purpose is advisory, rather than disciplinary, except where there is a prima facie case of gross misconduct, the investigating officer may recommend to the head of School concerned that the matter be referred to a Faculty Panel. It will not be regarded a disciplinary procedure, but a record will be made.</p>
Outcomes	<p>The Interviewer might require one or more of the following from the student:</p> <p>Re-presentation of the piece of work (or pieces of work) subject to the plagiarism enquiry, with no penalty.</p> <p>Attendance at study support sessions to enable the student to develop the appropriate style of presentation.</p> <p>Re-interview with the tutor (or another representative of the Deputy Chair) on the marking of the re-submission of the work with a view to review progress and to identify further action points.</p>
Penalties	<p>Except where there is a prima facie case of gross misconduct, when the investigating officer recommends to the Head of School concerned that the matter be referred to a Faculty Panel, no penalty may be imposed other than requiring the re-presentation of</p>

	<p>the piece of work (or pieces of work) that were the subject of the discussion.</p> <p>The re-presented work would be marked on its own merits and the mark and grade included in the student's profile.</p> <p>Where a student declines to re-present the work, a mark calculated on the basis of the originality of the work will stand, with a mark of zero for those plagiarised sections that are not assessed. [Note in most instances a mark of zero is likely to be awarded.]</p>
Records	<p>The Interviewer is to record the decision arising from the discussion with the student, using the standard pro-forma.</p> <p>A copy of the recorded decision is to be sent to the student, the tutor, the Deputy Chair and the Registry by the interviewer.</p> <p>Where the student is taking a combined honours programme, the Deputy Chair is to copy the decision to the Deputy Chair for the other subject.</p>
Record Retention	<p>The School undertaking the investigation retains the record for the duration of the student's study, and for 12 months after the student leaves the programme.</p> <p>Other Schools receiving a copy of the record should retain the record for 12 months after the completion of the level concerned.</p> <p>The Registry maintains an entry in the plagiarism log for one year after the student leaves the programme.</p>
Notes	<p>At this stage, only the student would attend the advisory session. The student would not be accompanied by another member of the University. This is an exception to the general provision that a student may be accompanied to disciplinary events. The reason is that the event is meant to be an advisory session rather than a disciplinary action.</p> <p>There is no right to request an academic appeal, as the proceedings are not disciplinary in nature except where there is a prima facie case of gross misconduct and the investigating officer recommends to the Head of School concerned that the matter be referred to a Faculty Panel. The student would be able to make a complaint under the Complaints procedure.</p>

Accusations of plagiarism: Schedule 2

Stage 1 Investigation and Disciplinary Action at a Programme level

Focus	<p>Investigation and disciplinary action at a programme level.</p> <p>The procedures apply at all levels of study.</p>
Method	<p>The student is interviewed by an investigating officer appointed by the Deputy Chair (usually a tutor from within the School, but the programme School may appoint a tutor from elsewhere within the faculty, or, in extraordinary circumstances, from another faculty).</p> <p>The investigating officer is not to have been responsible of assessing any part of the work concerned and to have sufficient independence to undertake the investigation.</p> <p>The investigating officer will meet jointly with the tutor identifying the plagiarism (or another suitable nominee of the tutor) and the student.</p>
Purpose	<p>To investigate the allegation of plagiarism, to discuss how the allegation came about and to consider remedial measures required to support the student in the development of the relevant academic conventions.</p> <p>In conducting the investigation at Level 4 (HE Level 1), the investigating officer may take account of the record of the decision of previous advisory sessions provided in relation to plagiarism, including advisory sessions undertaken in another subject on a combined honours or integrated degree programme.</p>
Outcomes	<p>The investigating officer will determine whether there was a case for plagiarism to be sustained and if so to determine the appropriate penalties.</p> <p>Where there is a prima facie case of gross misconduct, the investigating officer may recommend to the Head of School concerned that the matter be referred to a Faculty Panel.</p>
Penalties	<p>The investigating officer may impose one of more of the following:</p> <p>Only the sections of the assignment determined not to be plagiarised are assessed, with a mark of zero for those sections that are not assessed.</p> <p>[If no mark can be awarded on this basis, or the result is below a pass mark, a representation (as per below) can be applied.]The student is permitted to amend the work and re-present the</p>

	<p>assessment. Such a re-presentation will take place as soon as reasonably practicable, and if possible, ahead of any meeting of the Board of Examiners. The re-presented assessment will be subject to a capped pass mark at the level of the assessment. The re-presentation would not count as a re-sit of the module and so should not constrain decision-making by a Board of Examiners which may make recommendations in accordance with the Regulations to enable a student to re-sit or progress to the next level or to complete the award.</p> <p>Requiring the student to attend specified study support sessions to address weaknesses identified through the investigation. (Failure by the student to attend would result in the mark of zero for the re-presented work, irrespective of whether the work achieves a marginal pass mark.)</p> <p>Requiring re-interview with the tutor after the marking of the re-presented work to review progress. (Failure by the student to attend would result in the mark of zero for the resubmitted work, irrespective of whether the work achieves a marginal pass mark.)</p>
Records	<p>The decision is to be recorded by the investigating officer.</p> <p>A copy is to be sent to the student, the Deputy Chair and the Registry, using the standard pro-forma, by the investigating officer.</p> <p>If a student is undertaking a combined honours programme, the Deputy Chair is to copy the decision to the Deputy Chair for the other programme.</p>
Record Retention	<p>The School retains the record of the decision for the duration of the student's study, and for 12 months after the student leaves the programme.</p> <p>Other Schools retain the record of the decision for 12 months after the completion of the level.</p> <p>The Registry maintains an entry in the plagiarism log for one year after the student leaves the programme.</p>
Notes	<p>The record of an Introductory Stage (even if undertaken in another School) will be made available to the investigating officer.</p>

Accusations of plagiarism: Schedule 3

Stage 2 Investigation and Disciplinary Action at a School level

Focus	Investigation and disciplinary action at a School level.
Method	<p>The disciplinary action will be undertaken by means of a School review, instituted by the relevant Head of School on the recommendation of the Deputy Chair.</p> <p>Where the Head of School is the Deputy Chair, the Head of School may still institute the School review.</p> <p>The review will be undertaken by a panel of two or three members at least one of which must be from a School where the student is not studying. Usually the review will consist of two members. The decision on whether the panel will consist of three members will depend upon</p> <ul style="list-style-type: none">the level of study; andthe size of the module in which the alleged plagiarism took place; andthe severity of the allegations;and the potential consequences of a finding of plagiarism <p>The Head of School will make the decision on the number of panel members through undertaking an assessment based on the information presented by the Deputy Chair responsible for bringing the charge of plagiarism.</p> <p>The review will to be undertaken by any combination of members of the School, the Faculty or other faculties, not connected with any previous investigation, including advisory sessions. The Head of School may draw upon other members of the Faculty, or tutors in other faculties, if this is deemed appropriate, to ensure that the student receives a fair hearing.</p> <p>Those undertaking the review will meet jointly with the student and the Deputy Chair, or the nominee of the Deputy Chair (where this is deemed appropriate).</p>
Purpose	<p>To investigate the allegations of plagiarism, and where the allegations are substantiated to determine the appropriate punishment and make recommendations for further remedial measures.</p> <p>In undertaking the investigation, the School review may take</p>

	account of any previous investigation (but not advisory sessions, as these would be considered the investigation stage).
Outcomes	<p>The School review will determine whether there was a case for plagiarism to be sustained and if so to determine the appropriate penalties.</p> <p>Where there is a prima facie case of gross academic misconduct, the School reviewer(s) may recommend to the head of School concerned that the matter be referred to a Faculty Panel.</p>
Penalties	<p>If the allegation of plagiarism is established, the School review will determine</p> <p>The penalty, with a maximum penalty being an award of zero for the module, noting the consequences for the student.</p> <p>The nature of the re-submission or re-examination of assessment for the module, including the submission of new work for assessments that have already been deemed to have been passed. (Note: a re-submission or re-examination must be permitted subject to the maximum number of re-sit opportunities permitted.)</p> <p>Whether the student is to undertake further study support to address the weaknesses identified. Failure by the student to attend would result in the mark of zero for the resubmitted work, irrespective of whether the work achieves a marginal pass mark.</p> <p>Whether the student is to undertake an interview with the Deputy Chair after the completion of the marking of the resubmitted assessment. Failure by the student to attend would result in the mark of zero for the resubmitted work, irrespective of whether the work achieves a marginal pass mark.</p>
Records	<p>A record of the interview and the decision reached is to be prepared by the School.</p> <p>A copy of the interview and the decision is to be sent to the student, the Head of School, the Deputy Chair and the Registry by the person heading the review.</p> <p>If a student is undertaking a combined honours programme, the Deputy Chair is to copy the decision to the Deputy Chair for the other programme.</p>
Record Retention	Both the School and the Registry are to retain the record of the interview and the decision reached for the duration of the student's

	<p>registration on the programme and for six months after the student has left the programme.</p> <p>The Registry maintains an entry in the plagiarism log for one year after the student leaves the programme.</p>
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Accusations of plagiarism: Schedule 4

Stage 3 Investigation and Disciplinary Action at a Faculty level

Focus	Investigation and disciplinary action at a faculty level.
Method	<p>Disciplinary action will be undertaken through a Faculty Panel, appointed by the Dean of Faculty, which will consist in all cases of 3 members.</p> <p>Up to 2 members of the Panel may be from the Faculty initiating the proceedings but not from the School (s) in which the student is studying. (Note: all 3 members of the Faculty Panel may be from another Faculty, where this is deemed appropriate by the Dean).</p> <p>The Faculty Panel will meet jointly with the student and the Deputy Chair (or the nominee of the Deputy Chair, where this is deemed appropriate).</p>
Purpose	To investigate the allegations of plagiarism and to determine the appropriate penalty, taking account of the reports of previous investigations, including prior School reviews and Faculty Panels (but not advisory sessions, as these would be considered the investigation stage).
Outcomes	The Panel will determine whether the allegations of plagiarism can be substantiated and to determine the appropriate penalty.
Penalties	<p>The Panel has the discretion to determine the range of academic penalties to be imposed, which may include a recommendation for the expulsion of the student from the programme (subject to the appeals process).</p> <p>Where the panel permits the re-submission or re-examination of work (subject to the maximum number of resit opportunities permitted), the extent of the re-submission required will be determined by the panel, and is not limited to the re-submission of work for the module concerned. The Panel may determine that work from other modules may need to be re-submitted, even when the student had been deemed to have passed the work concerned.</p> <p>Where resubmission is not permitted, the consequences will be made clear to the student.</p>
Records	<p>A record of the proceedings of the Faculty Panel is to be prepared by a member of the Registry.</p> <p>The Registry is responsible for informing the student of the</p>

	<p>outcome, and communicating the decision to those members of the University who need to be informed.</p> <p>A copy of the record of the proceedings and the decision is to be retained by the School. If a student is undertaking a combined honours programme, the Deputy Chair is to copy the decision to the Deputy Chair for the other programme.</p>
Record Retention	<p>The Registry is responsible for retaining the records of the proceedings, together with the supporting evidence, for the duration of the student's registration with the programme, and for 3 years after the student has left the programme.</p>
Notes	<p>If the student is permitted to re-submit the work by a Faculty Panel, any subsequent events will be referred to a further Faculty Panel.</p>

Plagiarism Policy—Student Declaration

Student copy - keep

I, (student name): _____

ABDO no: _____

hereby confirm:

that I have received a copy of the policy on plagiarism;

that I have read and understood the contents and

that I agree to adhere to the rules and regulations contained therein.

Signed: _____

Date: _____

Plagiarism Policy—Student Declaration

ABDO College copy - return

I, (student name): _____

ABDO no: _____

hereby confirm:

that I have received a copy of the policy on plagiarism;

that I have read and understood the contents and

that I agree to adhere to the rules and regulations contained therein.

Signed: _____

Date: _____

