

plagiarism and collusion

STUDY
WELL

how to get help when something goes wrong

The university has strict rules regarding plagiarism and collusion and expects students to know and understand them. The full university policy can be found here:

<https://portal.uea.ac.uk/learning-and-teaching/students/advice-on-difficulties/plagiarism-and-collusion>.

This guide summarises the policy and explains how it is enforced by the university.

what does plagiarism mean ?

The university policy defines plagiarism as:

(a) The reproduction without acknowledgement, of work (including the work of fellow students), published or un-published, either verbatim or in close paraphrase. In this context, the work of others includes material downloaded from computer files and the internet, discussions in seminars, ideas, text and diagrams from lecture hand-outs.

(b) Poor academic practice which is unintentional.

(c) The reproduction, without acknowledgement, of a student's own previously submitted work. ("self plagiarism")

Plagiarism can happen in 'open-book' examinations and/or coursework assessments including essays, reports, presentations, dissertations and projects

what does collusion mean?

Collusion means unauthorised co-operation between at least two people. It does not include assessments designed to be collaborative and undertaken in line with published requirements. The university policy says that collusion can take the following forms:

(a) two or more students conspiring to produce a piece of work together with the intention that at least one passes it off as his or her own work.

(b) The submission by a student of the work of another student, in circumstances where the latter has willingly lent the former the work and where it should be evident that the recipient of the work is likely to submit it as their own. In this case both students are guilty of collusion.

(c) Unauthorised co-operation between a student and another person in the preparation and production of work which is presented as the student's own.

(d) The commissioning and submission of work as the student's own where the student has purchased or solicited another individual to produce work on the student's behalf. This would include submitting an essay downloaded from an 'essay mill' or commissioning someone to write your essay for you.

The university uses plagiarism detection software called 'Turnitin' to investigate suspected cases of plagiarism/collusion.

what happens if plagiarism &/or collusion is suspected?

If a marker suspects plagiarism or collusion they will continue to mark the work as normal. They will send a copy of the annotated work as evidence and send it to the school Plagiarism officer ("PO") to review. Evidence could include:

- the original material which has been used or copied
- a report from 'Turnitin'
- other work you have completed on your course.

The PO then reviews the evidence and decides whether the plagiarism is of a low, medium or high level

In low level cases the PO may decide not to call a meeting and will instead suggest an appropriate learning package. You can still request a meeting if you prefer

If the level is classified as medium or high level, you will receive a letter inviting you to a plagiarism meeting to consider your case. With this letter you will usually receive a copy of the 'Turnitin' report and an annotated copy of the work in question so that you can see the areas of concern.

what happens at a plagiarism meeting?

The case will be considered by a panel consisting of the school PO, who will chair the meeting, and a PO from another school. The marker of the work will also be present to explain their concerns. A staff member from the Hub will attend as a note taker.

You can be accompanied by an advice (su) worker or friend to support you. Your friend cannot be a member of UEA academic staff, and cannot answer questions on your behalf.

First, the marker will explain his/her concerns and you will have the opportunity to explain why you wrote the piece of work in the way that you did. It is a good idea to take any notes and earlier drafts of your work with you.

You may be asked questions about your work by the panel or the marker. You can also ask questions to clarify what the problem is.

If you had any extenuating circumstances which affected your judgment at the time you did the work, it's a good idea to explain this.

After you have given your explanation and answered any questions, you will usually be asked to leave the meeting so that the panel can discuss the case. The marker will also leave the meeting at this point.

The panel will then:

- consider all the evidence and decide what the most probable explanation is for the issues reported by the marker
- decide how serious they consider the offence to be, classifying it as high, medium or low level. The will take into account how experienced a student you are, the nature and extent of plagiarism, & whether it was intentional
- decide on the penalty, depending on how serious the offence is. You will be informed of the outcome of the meeting in writing within 5 working days.

what penalty will I get?

low level cases:

The plagiarism officer will not impose a mark penalty and, in certain circumstances, you may be given the opportunity to resubmit the work as if for the first time, no later than 5 working days after the decision is made.

medium level - plagiarism

The mark is adjusted to reflect what is your own work. For a formative item of assessment, the offence should be recorded as a medium level plagiarism offence.

medium level - collusion

Where two or more students have worked together and it is impossible to determine who has produced the work, the pieces of work will be marked as they stand and the highest mark of those awarded will be divided equally

high level cases

Penalties vary depending on whether the offence is part of serial plagiarism and/or collusion. They can include being given a mark of 0. All high level offences are referred to the Senate Student Discipline Committee (SSDC) for further action. Where your course is part of a professional qualification, the Head of School may refer your case to a Fitness to Practise Panel.

if you deny plagiarism and/or collusion at the meeting

If after hearing your circumstances the plagiarism officer is persuaded that no offence has been committed, no further action will be taken. However, where a medium or high level case of plagiarism or collusion has been identified, the case will be referred to the SSDC for further action.

The university's disciplinary procedure and information on SSDCs is available on the Learning and Teaching Services website at:

<https://portal.uea.ac.uk/documents/6207125/7465906/FINAL+029+disciplinary+procedures+v2.pdf/4ff9f532-68da-4d44-4790-148d5885fe98>

if you disagree with a decision

If you do not agree with the penalty (i.e. the level and consequences) you can appeal using a Stage 1 Appeal form

The appeal should be submitted within ten working days of receiving the outcome. advice(su) can provide help and advice on appealing a plagiarism penalty –our contact details are the end of this information sheet

The academic appeals form can be downloaded at:

<https://portal.uea.ac.uk/documents/6207125/8573806/lts020-academic-appeal-form-stage-1/0077c397-7aa3-416e-83e4-02d4d0bed187>

where to find help

advice (su) can help you with preparing for a plagiarism or collusion meeting, and can accompany you to a meeting for support. If you would like an advice worker to attend a meeting with you, make sure you let us know when and where the meeting is when you request an appointment.

For help with referencing and avoiding problems with plagiarism make use of the resources provided by UEA Student Services

<https://portal.uea.ac.uk/student-support-service/learning-enhancement/study-resources/plagiarism>

You can also get help from the Learning Enhancement Team. They have drop in sessions from 4-5, Mondays - Thursdays in Nelson Court 33 (next to the Accommodation Office) or email ask.let@uea.ac.uk

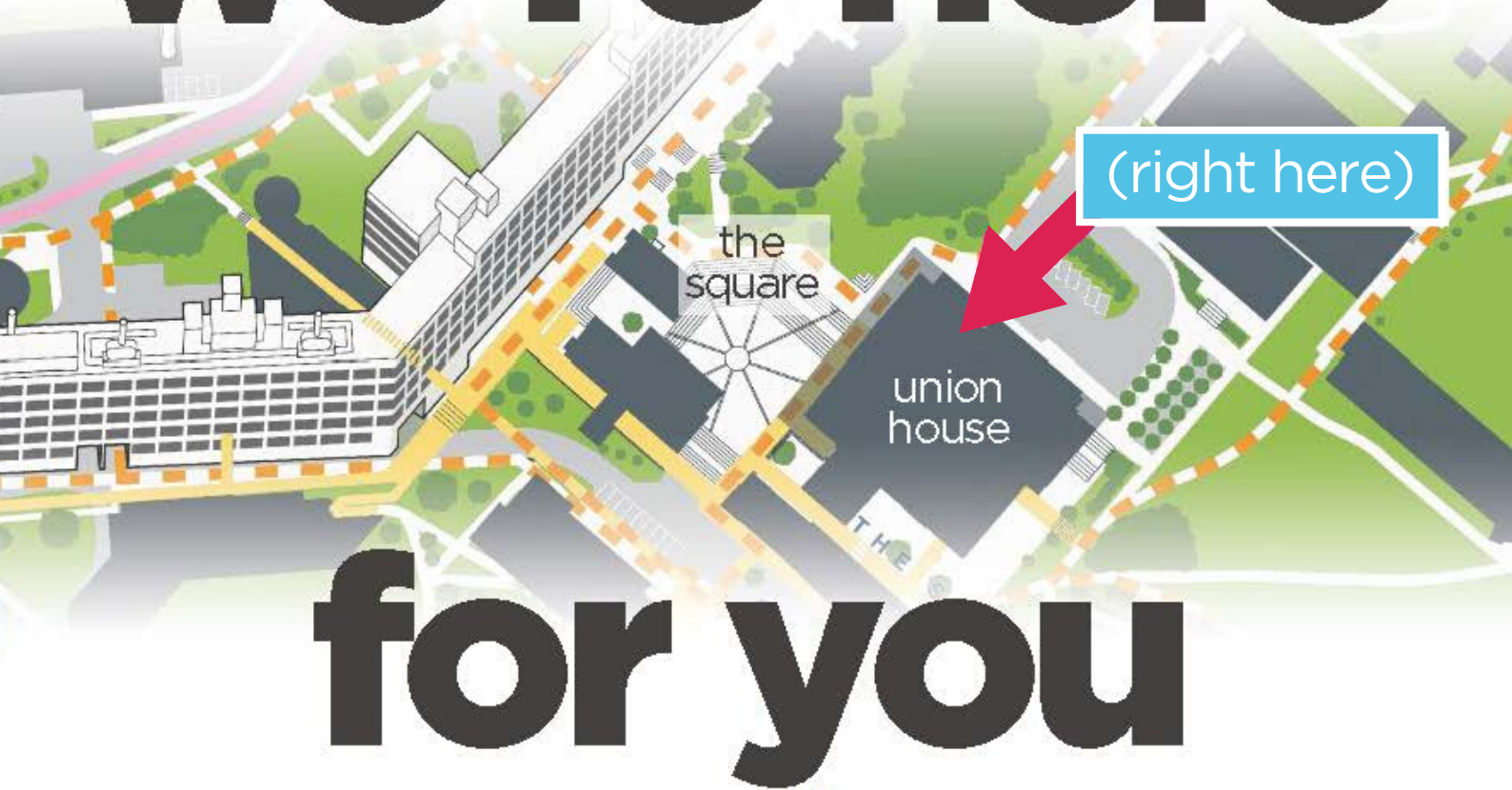
You can always get advice from als your personal adviser or the senior adviser in your school about referencing and good academic practice.

Come and see advice(su) if you have any questions about the plagiarism and collusion procedure or would like support with a plagiarism meeting

www.uea.ac.uk/studywell



we're here



**free, confidential,
impartial advice**

mon - fri
10.00 - 16.00

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