Proposal for the tracking and recording of suspected plagiarism cases:

When plagiarism is suspected, the marker should inform the relevant staff by submitting an RT ticket to the ITO, which will then be distributed to the relevant staff by the ITO. The students involved should be interviewed, it is anticipated that this will be conducted by the relevant BoE Convenor and the marker/lecturer. SAMO (School Academic Misconduct Officer) should be informed of the recommended outcome from the meeting, for approval. This ensures a consistent approach to suspected plagiarism penalties across the School. The agreed outcome is then communicated by the Convenor to the students directly, and to the ITO by responding to the original ticket. The ITO will then take action to update the mark sheets, and DB records, flagging the student for “plagiarism” as instructed. For serious or repeated cases of plagiarism, or in appeal cases, College may require information from the School on how a suspected plagiarism case was handled. The information within the ticket will form the basis of the record for College.