

## COLLEGE GUIDANCE FOR STAFF ON ACADEMIC HONESTY AND INTEGRITY

### Responsibilities:

**It is College policy that faculties/departments** ensure that students have appropriate guidance and opportunities to familiarise themselves with the College Academic Honesty and Integrity Policy and the measures which students should take to avoid plagiarism and collusion in their work.

Accordingly, it is expected that staff will:

- Make use of the this guidance on how to prevent plagiarism
- Provide students with access to the relevant KEATS Self Enrol module on plagiarism and supporting resources;
- Familiarise students with the specific citation conventions required by the Faculty/School/Institute/Department;
- Ensure that students are aware of professional requirements (fitness to practice) should these apply;
- Provide students with access to help on plagiarism and collusion if it is sought (The library provide comprehensive support and guidance for students).

### Ways to reduce the likelihood of plagiarism

Encouraging an environment where students enjoy learning and see its benefits may include making clear to students the negative consequences of plagiarism. This should be done at the local level, as this makes the plagiarism discussion more personal and more of a betrayal if this path is taken by the student. The following list provides some suggestions of ways to help students avoid plagiarism.

1. Tutorials may be used to prompt students to act more appropriately. For instance, one academic says:

“I...give a very strong, forceful talk about plagiarism at the beginning of the course to discourage students from plagiarizing, by explaining the unethical side of it and also the possible penalties if they get caught...I let the students know I’m very serious, very vigilant about detecting plagiarism. I hope, and I think, that makes a difference.”<sup>1</sup>
2. Consider providing fewer summative essays;
3. Avoid common topics and change topics regularly. Possibly refer back to discussions in class in the questions, or to themes in the handouts;<sup>2</sup>
4. Focus on the process as well as the outcome, i.e. get students to:
  - i. Give reasons for and to justify their views in the essays;
  - ii. Reflect upon their final essay in public, perhaps in a presentation, or poster, done under exam conditions, to spot important differences in phraseology, etc.
5. Make it compulsory for students to send an outline of their work at an earlier date for review and comments and retain for future comparison.
6. Verify and/or observe one or more stages of production of the assessment:

“You could observe one or more stages of production or verify designated stages by, for example, viewing drafts or setting up peer review between students. - students caught plagiarising often cite leaving things until the last minute as a reason for their decision to fake or buy another's work.”<sup>3</sup>

<sup>1</sup> <http://metronews.ca/news/toronto/509445/inside-academic-plagiarism-today-ghostwriters-turnitin-com/>

<sup>2</sup> <http://www.timeshighereducation.co.uk/tablet/8869243B/2007944.shared> and

<http://metronews.ca/news/toronto/509445/inside-academic-plagiarism-today-ghostwriters-turnitin-com/>

<sup>3</sup> <http://www.timeshighereducation.co.uk/420440.article>

7. Redesign assessments, for example, to focus on an unusual format for submission such as a critique of a specific resource. The more individualised and unusual the problem, the harder it is for material to be plagiarised and/or for an outsider to replicate:  
*“to set tasks that do not have an “oven-ready” answer. You might ask for assignments to be submitted in a novel format (such as a radio play, a patient information leaflet, a laboratory book, a book review or a mock submission to a parliamentary inquiry etc) rather than an essay.  
You could specify the application of a specific theory, or the use of a particular resource, thereby making it more difficult to recycle previously published work or an essay bank document.*
8. Consider giving students individualised data, contexts, characteristics or situations, in this way you lessen the chances of them copying from each other. Ask them to rank, justify or otherwise argue for an evidence-based solution, which may not be popular but will enable individualised activity.

### Signs of Plagiarism

May include:

- i. Verbiage;
- ii. Does the essay look stitched together?
- iii. Check the references, because a ghost-writer may only have access to the preview pages of online articles (this means that they might not use page numbers in the footnotes, for example).<sup>4</sup>
- iv. Do a Google search of your questions, to see if your question has been put out to tender;
- v. Do a Google search on the text that looks suspicious

### Sanctions

The College has revised its guidance so that instances of ‘**major offences**’ will be dealt with by the Misconduct Committee. All other offences will be dealt with at Faculty level with the option to refer sufficiently serious cases at the discretion of the sub-assessment board for consideration by the Committee.

### Examples of major offences include but are not limited to:

- Where there are serial occasions of academic misconduct offences;
- All plagiarism offences submitted at level 3 unless there is evidence of plagiarism amounting to less than 49% of the totality of the work and/or it is a repeat offence;
- Where a student has inserted the writing or thoughts of others into their written work without the correct referencing (omitted from reference list) unless there is evidence that this constitutes less than 49% of the totality of the work and/or it is a repeat offence;
- A student who substantially copies (49% or more of the totality of the assignment) someone else’s work or thoughts and clearly attempts to pass this off as their own including using images and audiovisual presentations without acknowledgement;
- A student who copies text verbatim (49% or more of the totality of the assignment) and clearly attempts to pass this off as their own, without using quotation marks and citing the original source;
- Undergraduate Level 6 or Postgraduate taught level 7 essays containing work undertaken at a previous institution;

---

<sup>4</sup> <http://www.timeshighereducation.co.uk/tablet/8869243B/2007944.shared> and <http://metronews.ca/news/toronto/509445/inside-academic-plagiarism-today-ghostwriters-turnitin-com/>

- Where a student submits an MA, MSc or MPhil thesis containing work previously submitted in support of pursuit of the subject of the thesis (such as from an undergraduate or postgraduate taught research project);
- Where a student makes up or falsifies data for a final year assignment such as a research project;
- Where a student takes unauthorised material into the examination hall/room;
- Where a student takes and uses unauthorised aids (e.g. a calculator or an iPhone) during an examination when not expressly permitted;
- When students collaborate, without permission, to produce individual assignments/portfolios at level 6 or level 7 that when compared significantly overlap in content, order, structure and/or format;
- When a student submits a summative assignment that has been written by a third party or obtained from a professional writing 'service';
- When medical conditions or evidence are falsified to gain an advantage (e.g. deadline extension);
- Where a student allows another student to submit their work (in part or as a whole) as their own.

**Examples of other offences include but are not limited to:**

- All plagiarism offences submitted at level 3 unless there is evidence of plagiarism of 49% or more of the totality of the work and/or it is a repeat offence;
- Where a student has inserted the writing or thoughts of others into their written work without the correct referencing (omitted from reference list) unless there is evidence that this constitutes 49% or more of the totality of the work and/or it is a repeat offence;
- Where a student closely paraphrases small sections of someone else's work (e.g. by changing the words or the order of the words slightly) without using the appropriate citation conventions.<sup>5</sup>
- When students collaborate, without permission, to produce individual assignments/portfolios at level 3 or level 4 that when compared significantly overlap in content, order, structure and/or format;
- When undergraduate level 3 -5 and postgraduate taught assignments (that contribute 25% or less of the mark for the module) are submitted containing work undertaken at a previous institution, including A-Level work unless there is evidence that this constitutes 49% or more of the totality of the work and/or it is a repeat offence;
- When the student does not comply with the instructions given in the examination hall on an examination paper;
- When a student does not comply with the instructions of an invigilator in the examination hall/room;
- When a student copies someone else's work during a level 3 or 4 examination unless there is evidence that this constitutes 49% or more of the totality of the work and/or it is a repeat offence;
- When a student talks to other students whilst under examination conditions;

**Faculty Investigation of Academic Misconduct**

If you think that there has been cheating then bring this to the attention of the module/programme leader and programme sub-assessment board chair.

You may wish to contact the student and speak to them about your concerns.

If concerns are not addressed an email should be sent to the student requiring attendance at a meeting to be arranged between the student and the assessors/examiners.

---

<sup>5</sup> Citation conventions vary according to discipline

1. The point of the meeting will be made clear to the student before they attend
2. The student will be asked to defend the assignment.

The student will be asked to produce preparatory documents, such as drafts of the essays, the articles that they have relied upon, and other workings, etc. A contemporaneous record must be taken of this process.

The current guidelines *for examiners: plagiarism and related forms of cheating* state:

“All students are required to sign a statement at the start of their programme of study agreeing to abide by the principles of the Academic honesty and integrity policy. In addition, when submitting individual pieces of coursework, students should be required to sign the statement again confirming that the work they have submitted is their own.”<sup>6</sup>

One of the more difficult forms of plagiarism to spot is the third party essay. It cannot be picked up by Turnitin, unless the third party has plagiarised the essay.<sup>7</sup> Even experienced examiners can find it hard to identify, because it can be an original piece of work.

As one recent article in the ‘*THE*’ says:

*“Custom essays, usually bought through websites known as essay mills, are in some ways an academic’s worst nightmare. Unlike standard examples of copy-and-paste plagiarism, they cannot be detected using software because they are “original” pieces of work - just not the student’s. They also arguably represent an even more cynical form of cheating than, for example, regurgitating unattributed passages in a piece of submitted work.”*<sup>8</sup>

#### **There are four possible outcomes of the Local Response:**

- The student is able to convince the module leader and sub-assessment board chair (and the external examiner) that the work is their own, then no further action will be taken;
- The student may be found to have committed poor academic practice rather than misconduct;
- The student may be found to have committed misconduct, in which case they can sign a form accepting this; or
- If serious concerns remain that the student may have committed major misconduct, the matter will be referred to the Faculty Assessment Board Chair who will report this to the Misconduct Committee.

---

<sup>6</sup> [http://www.kcl.ac.uk/college/policyzone/assets/files/assessment/Guidelines\\_for\\_examiners\\_2014-15.pdf](http://www.kcl.ac.uk/college/policyzone/assets/files/assessment/Guidelines_for_examiners_2014-15.pdf)

<sup>7</sup> <http://metronews.ca/news/toronto/509445/inside-academic-plagiarism-today-ghostwriters-turnitin-com/>

<sup>8</sup> <http://www.timeshighereducation.co.uk/tablet/8869243B/2007944.shared>

## Common Examples of Plagiarism and How to Avoid Them – Staff

Plagiarism			
Examples	How to Avoid	Common Sanctions	Notes
Plagiarism in essays,	<p>Formative essays</p> <p>More thorough guideline and support of overseas students and/or those who have never written essays</p> <p>More information on- and demonstration of- antiplagiarism software</p>	<p>* Formative: no sanctions, but individual and/or group feedback</p> <p>* Summative – first offence would usually be dealt with at faculty level through expedited procedure</p> <p>* Summative – second offence or major plagiarism: dealt with by Misconduct Committee –</p>	<p>*Where a case is considered minor by a Department but also wilful or malicious, the Department may make the case that the matter should be referred to the Misconduct Committee.</p> <p>*where a component of a module or the module itself may be awarded a mark of 0. Any resit attempt of the component/module will automatically result in the overall module mark being capped at the pass mark.</p>
Plagiarism of computer code	Better education: students often claim to be unaware that “lifting” some computer code from the internet constitutes plagiarism.	<p>* Formative: no sanctions, but individual and/or group feedback</p> <p>* Summative – first offence sanction: 0 and resit capped at the pass mark</p> <p>* Summative – second offence or major plagiarism: dealt with by Misconduct Committee – sanction: 0 and resit to expulsion</p>	<p>* When detected, it would depend on the proportion of code copied and of its importance within the assessment</p> <p>* If Department considers it to be a case of major computer code plagiarism, case would normally be referred to the Misconduct Committee</p>

<b>Plagiarism</b>			
<b>Examples</b>	<b>How to Avoid</b>	<b>Common Sanctions</b>	<b>Notes</b>
Direct copying or paraphrasing of source material. Not referenced. Running out of time is the main factor.	Proactively teach students about note taking. Discourage extensive paraphrasing of material dire. Explain and demonstrate the use of Turnitin.	<p>* Formative: no sanctions, but individual and/or group feedback</p> <p>* May be considered poor scholarship if borderline and non-extensive</p> <p>*Summative – first offence: usually dealt with at faculty level sanction: 0 and resit capped at the pass mark</p> <p>* Summative – second offence or major plagiarism: dealt with by Misconduct Committee</p>	<p>*Things a Committee would take into account in determining the charge/penalty:</p> <ul style="list-style-type: none"> <li>- Guidance on academic writing and reference provided to the student by the Department</li> <li>- Any mitigation provided by the student, including evidence of circumstances covered by the Equality Act (2010)</li> <li>- Intent/lack of intent to deceive</li> </ul>
Material copied from websites/paper	Clear information to students on avoiding plagiarism, and referencing	*Mark of 0 for minor expedited, major cases referred to MC	
Material 'bought' or procured from a third party (essay mills, or privately engaged individuals)	Clear information to students about how unacceptable the College deems this practice to be	*Expulsion from the College with all marks normally cancelled	<p>*Clarity of evidence</p> <p>*Intent/lack of intent to deceive</p>
Material copied from previous students work	Clear information to students on what is plagiarism/collusion. Ensuring assessments are reviewed annually	*Mark of 0 for minor expedited, major cases referred to MC	*Such cases may be merely plagiarism, or collusion AND plagiarism. In some instances both students may be investigated depending on the circumstances of the case.

<b>Collusion</b>			
<b>Examples</b>	<b>How to Avoid</b>	<b>Common Sanctions</b>	<b>Notes</b>
Students submitting essays with a substantial amount of overlap	* Better education of what collusion is	* Formative: no sanctions, but individual and/or group feedback Either, poor scholarship; or mark of 0 for minor expedited Major cases referred to MC Admonishment, if no intention to cheat. 0 for the assignment (UG), 0 for module and right to resit may be withdrawn depending on level of offence	*Department/Committee will consider clarity of assessment brief, including whether group work was encouraged/permitted at any stage in the production of the work
Students submitting computer lab reports / code with a substantial amount of overlap	* Better education of what collusion is and on the eventual sanctions * Develop the use of assessed group projects	** Formative: no sanctions, but individual and/or group feedback If the Department considers it to constitute collusion: Either, poor scholarship; or mark of 0 for minor expedited Major cases referred to MC first offence: usually dealt with at faculty level sanction: 0 and resit capped at the pass mark second offence or major plagiarism: dealt with by Misconduct Committee – sanction: from 0+resit to expulsion	*Department/Committee will consider clarity of assessment brief, including whether group work was encouraged/permitted at any stage in the production of the work

<b>Collusion</b>			
<b>Examples</b>	<b>How to Avoid</b>	<b>Common Sanctions</b>	<b>Notes</b>
Students work collaboratively in practical classes or group projects but collude to produce individual work	Include explicit statements on expectations in coursework instructions and on coursework coversheets. Be very clear where/if collaboration is permitted and the extent of this.	<p>* Either, poor scholarship; or mark of 0 for minor expedited Major cases referred to MC</p> <p>*Summative – first offence: usually dealt with at faculty level through expedited procedure – sanction: 0 and resit capped at the pass mark</p> <p>* Summative – second offence or major plagiarism: dealt with by Misconduct Committee – sanction: from 0+resit to expulsion</p>	*Department/Committee will consider clarity of assessment brief, including whether group work was encouraged/permitted at any stage in the production of the work
'Borrowing' coursework from friends in higher years or even in the same year.	Include explicit statements on expectations in coursework instructions and on coursework coversheets. Vary coursework assignments from year to year and between groups,	<p>* If the Department considers it to constitute collusion: Either, poor scholarship; or mark of 0 for minor expedited Major cases referred to MC</p> <p>*Summative – first offence: usually dealt with at faculty level through expedited procedure – sanction: 0 and resit capped at the pass mark</p> <p>* Summative – second offence or major plagiarism: dealt with by Misconduct Committee – sanction: from 0+resit to expulsion</p>	*Such cases may be merely plagiarism, or collusion AND plagiarism. In some instances both students may be investigated depending on the circumstances of the case. Where, for example, the assessment brief is 'bespoke' (i.e. particular to the student and therefore cannot feasibly be 'copied'), no sanctions would normally be applied to the student who has lent the work, if it is deemed they did so in good faith for guidance on structure.

<b>Self Plagiarism</b>			
<b>Examples</b>	<b>How to Avoid</b>	<b>Common Sanctions</b>	<b>Notes</b>
<p>*UG/PGT essay containing work undertaken at a previous institution;  *PhD upgrade report containing sections from previously submitted MA/MSc project report; * PhD thesis containing sections of upgrade report and/or MSc project report</p>	<p>Better education on what self-plagiarism is.  Clarify terminology of 'self-plagiarism' as this is not always clear to students.  Include an explicit statement about this issue in coursework instructions and on coursework coversheets.</p>	<p>*Admonishment, with the requirement that the examiners assess the student on the basis of such of their work that is unaffected by the offence;  *Summative – first offence: usually dealt with at faculty sanction: 0 and resit capped at the pass mark  * Summative – second offence or major plagiarism: dealt with by Misconduct Committee – sanction: from 0+resit to expulsion</p>	<p>*Committee would take into account in determining the charge/penalty:  Guidance on academic writing and reference provided by the Department / Faculty, including any gaps in guidance  Consider clarity of assessment brief, including whether or not it was clear the student wished to pursue the topic as their thesis at an earlier juncture and any relevant instructions/agreements  Intent/lack of intent to deceive/cut corners  Any mitigation provided by the student, including evidence of circumstances covered by the Equality Act (2010)</p>
<p>'Re-cycling' work that has already been submitted for credit at King's or previous institution.</p>	<p>Clarify terminology of 'self-plagiarism' as this is not always clear to students.  Include an explicit statement about this issue in coursework instructions and on coursework coversheets.</p>	<p>*Admonishment, with the requirement that the examiners assess the student on the basis of such of their work that is unaffected by the offence;  first offence: usually dealt with at faculty level – sanction: 0 and resit capped at the pass mark  second offence or major plagiarism: dealt with by Misconduct Committee – sanction: from 0+resit to expulsion</p>	<p>*Things a Committee would take into account in determining the charge/penalty:</p> <ul style="list-style-type: none"> <li>- Guidance on academic writing and reference provided to the student by the Department / Faculty, including any gaps in guidance</li> <li>- Whether the work in question forms part of a larger subsequent body of work</li> </ul>

<b>Self Plagiarism</b>			
<b>Examples</b>	<b>How to Avoid</b>	<b>Common Sanctions</b>	<b>Notes</b>
Re-cycling' work that has already been submitted for credit at previous institutions	Increase staff awareness and clarity on this issue as there are instances of staff misadvising students. Clarify terminology of 'self-plagiarism' as this is not always clear to students.	*Admonishment, with the requirement that the examiners assess the student on the basis of such of their work that is unaffected by the offence; first offence: usually dealt with at faculty level through expedited procedure – sanction: 0 and resit capped at the pass mark Second offence or major plagiarism: dealt with by Misconduct Committee – sanction: from 0+resit to expulsion	*Things a Committee would take into account in determining the charge/penalty: <ul style="list-style-type: none"> <li>- Guidance on academic writing and reference provided to the student by the Department / Faculty, including any gaps in guidance</li> <li>- Intent/lack of intent to deceive/cut corners</li> <li>- Any mitigation provided by the student, including evidence of circs covered by the Equality Act (2010)</li> </ul>

<b>Fitness to Practice</b>			
Examples	How to avoid them	Common Sanctions	Notes
Honesty, integrity, probity and trustworthiness are obviously requirements for professional programmes to sign off students as qualified practitioners. Falsification of documentation (e.g. signatures, clinical/practice hours completed, medical evidence, reflective patient reports) within an assessed submission, is occasionally an issue	<p>Clear guidance on professional behaviour and requirements of entering a profession.</p> <p>Explicit correlation drawn between the required professional standards for trainees and the university's expectations</p>	<p>Dealt with by local FTP, may be referred to College for major cases.</p> <p>Where a student is deemed by a Faculty to be unfit for registration and practice, the Faculty <b>must</b> refer the student to the College <a href="#">Fitness to Practise Regulations</a>.</p> <p>Where College Committee finds a student is <b>unfit</b> for registration and practice, either: Termination of studies (consider academic-only award is appropriate/ possible) OR -Suspension/other sanctions/remedial action</p>	<p>Such cases may need to be referred to an MC, (if actions fall under the <a href="#">Misconduct Regulations</a> and the facts need establishing.</p> <p>Where a student contests the reported offence, cases should be referred to the MC as appropriate.</p> <p>However, where a student fully admits and does not contest the misconduct, to avoid multiple Hearings the Faculty can deal with the case wholly under FtP.</p>
Plagiarism committed by a registrant may have practice implications.	As well as clear information to students on what is plagiarism, guidance on the professional implications of committing an offence.	<p>Sanctions applied either via Expedited Procedure or MC.</p> <p>Registrants are employed elsewhere and record of an offence would be reported to the employer.</p> <p>Any university referee may be required to disclose the offence to the requisite professional body, at the point of registration if not before.</p>	<p>Such cases may need to be referred to MC, if the student's actions fall under the <a href="#">Misconduct Regulations</a> and the facts need establishing.</p> <p>Where a student contests that they have committed the reported offence, cases should be referred to the appropriate MC.</p>

<b>Fitness to Practice</b>			
<b>Examples</b>	<b>How to avoid them</b>	<b>Common Sanctions</b>	<b>Notes</b>
Failure to disclose criminal offence which has occurred since the original criminal records Disclosure check and student's embarkation on the programme.	Clear information to students about the need to disclose any changes to their circumstances in this regard.	Sanctions may be applied via DC, or Faculty may determine the matter can be wholly dealt with via FtP. Where the College Committee finds a student is <b>unfit</b> for registration and practice, either: <ul style="list-style-type: none"> <li>- Termination of studies (consider whether academic-only award is appropriate/possible)</li> </ul> OR - Suspension/other sanctions/remedial action	Such cases may need to be referred to MC, if the student's actions fall under the <a href="#">Misconduct Regulations</a> and the facts need establishing/university has potentially been brought into disrepute.

## Guidelines for examiners: plagiarism and related forms of cheating

1. The College's policy on Academic honesty and integrity (<http://www.kcl.ac.uk/governancezone/Assessment/Academic-Honesty-Integrity.aspx>) and page 251 of this Handbook underpins the College's expectations of how students should conduct themselves in their academic work. All students are required to sign a statement at the start of their programme of study agreeing to abide by the principles of the Academic honesty and integrity policy. In addition, when submitting individual pieces of coursework, students should be required to sign the statement again confirming that the work they have submitted is their own.
2. Cases of suspected plagiarism or related forms of cheating (eg collusion) will be dealt with under the College's Misconduct Regulations (<https://www.kcl.ac.uk/campuslife/acservices/Academic-Regulations/assets-17-18/G27.pdf>). The flow diagram on page 269 provides an overview of the procedures to be followed in the case of suspected plagiarism.

### Step 1

3. Where an Examiner identifies a case of suspected plagiarism in assessed work or suspects another form of related cheating (eg collusion), s/he should refer the matter to the Chair (or Deputy) of the relevant Assessment Board<sup>1</sup>. No mark shall be assigned to the work and consideration of the student's results should be held in abeyance until the matter has been resolved.

### Step 2

4. Following consideration of the written evidence (eg the suspected work and plagiarised sources where relevant), the Chair (or Deputy Chair) of the Assessment Sub Board will make one of the following academic judgements:

**(i) Judgement** - the work is not suspect and there is no case to answer;  
*Action* – the work will be returned to the Examiners for marking without further action.

**(ii) Judgement** - the suspect work reflects poor, inappropriate or excessive use of sources and/or inappropriate referencing but is not plagiarised and there is no evidence of any other form of misconduct;  
*Action* – the work will be returned to the Examiners for marking with a note indicating that the work should be marked on its merits (or lack of) reflecting the poor scholarship. The student should be advised to consult the College's e-tutorial *Plagiarism at King's and citing references* for advice on how to avoid plagiarism and departmental guidelines on appropriate presentation and referencing.

**(iii) Judgement** - there is a prima facie case of plagiarism or other related form of cheating such as collusion (less than approximately 50% of the work is suspect: see plagiarism and major plagiarism and the 50% threshold below);  
*Action* - the Chair of the Assessment Sub Board will ascertain whether or not this constitutes a first offence. If the alleged offence is a first offence, the Chair of the Assessment Sub Board (or Deputy) will investigate the matter under the College's Expedited Procedure; if it is a second/subsequent offence it should be referred to the Student Conduct and Appeals Office for the commencement of formal proceedings under the Misconduct Regulations.

**(iv) Judgement** - there is a prima facie case of major plagiarism (approximately 50% or more of the work is suspect: see plagiarism and major plagiarism and the 50% threshold below);

---

<sup>1</sup> The Board with responsibility for determining the student's final classification.

*Action* - the Chair of the Assessment Board will notify the Student Conduct and Appeals Office that the Assessment Board has a case of suspected academic misconduct before it and the name of the student(s) involved. The Head of Student Conduct and Appeals, on behalf of the Director of Students and Education, will initiate formal proceedings under the Misconduct Regulations

**Step 3 - plagiarism – expedited procedure**

5. In the event of (iii) above where a *prima facie* case of plagiarism or other related form of cheating has been identified and the Student Conduct and Appeals Office has confirmed that the alleged offence is a first offence, the student(s) will be invited by the Chair to be interviewed. The interview is not a hearing: it is merely an opportunity for the Examiners to present the student with the *prima facie* evidence and to come to a view as to whether or not plagiarism or other related form of cheating has in fact occurred. If, following interview, the Chair (or Deputy) is satisfied that it has occurred, the student should be offered the opportunity to admit to plagiarism (or similar offence) without initiation of proceedings under the *Misconduct Regulations*. The student does not have to attend and can ask for the case to be referred to the Student Conduct and Appeals Office for formal consideration under the *Misconduct Regulations*. The student can also contest the allegations, in which case the matter will be referred to the Student Conduct and Appeals Office for consideration under the *Misconduct Regulations*.
6. As the interview is not a hearing it should be kept relatively informal; a student may be accompanied by a member of the College but family and/or formal legal counsel will not be permitted to accompany the student. If the student insists on attending the interview with formal representation, the matter should be referred to the Student Conduct and Appeals Office for formal proceedings under the *Misconduct Regulations*.
7. The letter inviting the student to interview will include the url link to the *Misconduct Regulations: guidelines for students* and will alert the student(s) to:
  - the purpose of the interview;
  - their right to have the matter referred to the Student Conduct and Appeals Office for formal proceedings under *the Misconduct Regulations*; and
  - the service provided by the Advice Service of the Students' Union.
8. The interview will be conducted by the Chair of the Board (or Deputy) and one other Examiner. The format of the interview will be as follows:
  - the student will be advised at the outset of the purpose of the interview and of the possible consequences of the interview – it should be reiterated that it is not a hearing;
  - the student will be presented with her/his work and why the Examiners consider there to be a case of plagiarism or other related form of cheating, such as collusion. The student will be invited to explain any relevant circumstances surrounding the production of their work and, where pertinent, invited to agree with the Examiners that the work contains plagiarism/cheating;
  - if the student acknowledges the plagiarism/cheating s/he should be asked to sign a statement confirming their acknowledgement. No pressure should be applied to the student to sign the statement. If the student acknowledges the plagiarism/cheating, a mark of zero will be awarded for that piece of work as a penalty but this will not affect the Board's discretion to award a resit in the normal way if the student is eligible for a resit;
  - the student should be sent a copy of their signed statement and a confirmation letter.

- if the student does not acknowledge the plagiarism/cheating and refuses to sign the statement, a letter should be sent informing her/him that the matter will be referred without prejudice to the Student Conduct and Appeals Office for formal proceedings under the *Misconduct regulations*.

**Step 4 - formal proceedings – major plagiarism or second/subsequent offence**

9. Formal proceedings will be initiated by the Head of Student Conduct and Appeals, on behalf of the Director of Students and Education, under the College's *Misconduct regulations*:
- in the event of (iv) under Step 2 above, where a *prima facie* case of major plagiarism or other related form of academic misconduct has been identified; or
  - where the alleged offence is a second or subsequent offence of plagiarism/cheating; or
  - where the alleged offence is one of plagiarism/cheating which cannot be resolved through the expedited procedure outlined above.
10. On referral to the Student Conduct and Appeals Office under the College's *Misconduct Regulations* the Chair of the Assessment Sub Board should provide the Head of Student Conduct and Appeals with the following:
- (i) a letter of referral outlining the Chair's academic judgement and the basis for this judgement, including any other relevant information;
  - (ii) a copy of the suspect work with the areas of suspected plagiarism/collusion annotated and a copy of the sources (where applicable), cross-referenced to the work in question;
  - (iii) a copy of any Turnitin (or similar) report (where applicable);
  - (iv) a note of any interview with the student (where applicable).

The Chair may wish to seek the opinion of a second Examiner or an External Examiner. The opinion of an External Examiner may be forwarded to the Student Conduct and Appeals Office at a later date.

11. Once formal proceedings have been initiated all correspondence with the student relating to the allegation will be undertaken by the Student Conduct and Appeals Office. However, the Chair, or other appropriate member of the Assessment Board will be invited to present the case against the student at any subsequent misconduct hearing arising and provide programme information and representations on behalf of the Faculty (Institute/School).

**Plagiarism and major plagiarism and other related forms of cheating**

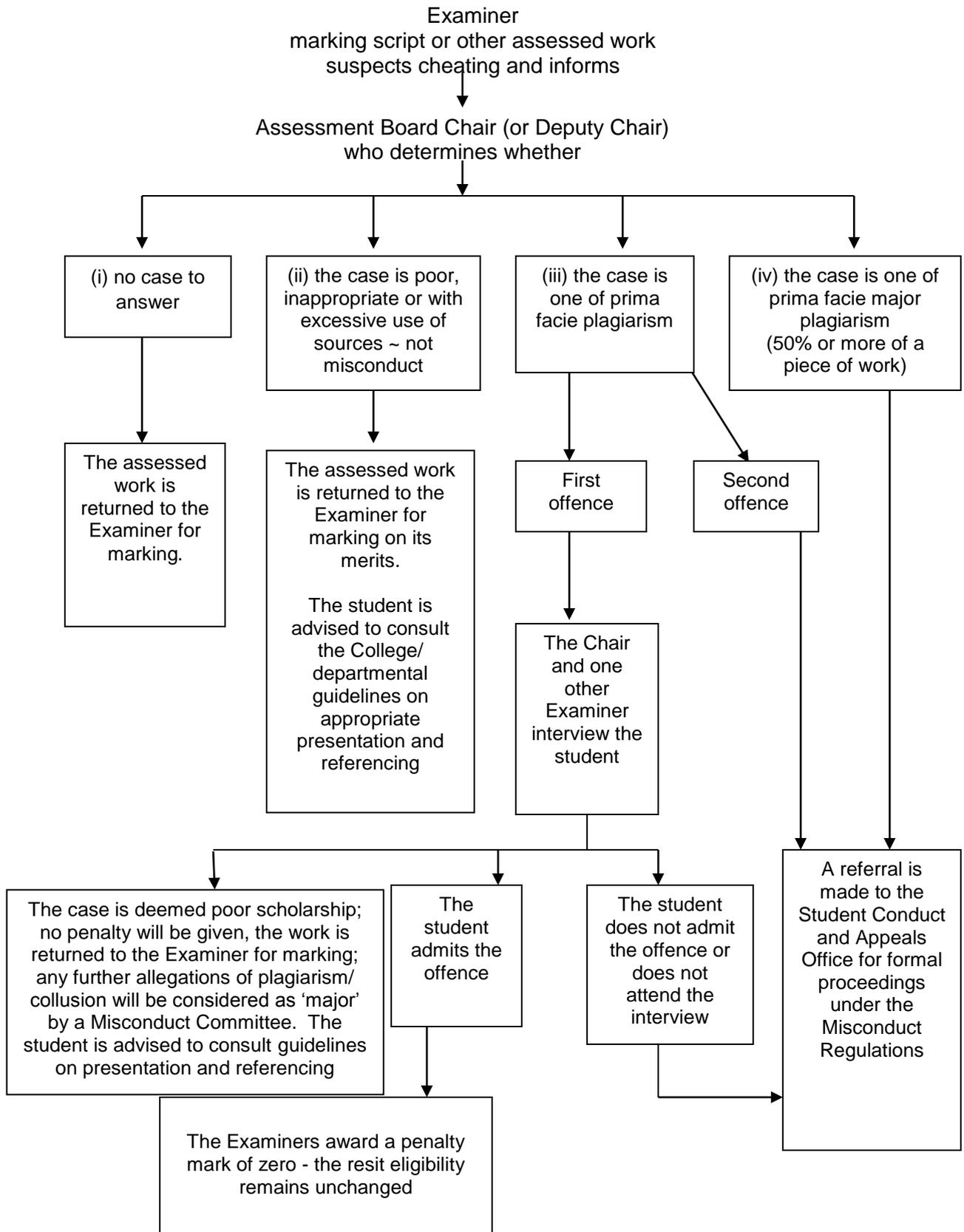
12. The expedited procedure in Step 3 is available to Examiners where, in the judgement of the Examiners, the extent of the suspect material is less than 50% of the student's work and the Student Conduct and Appeals Office has confirmed that the alleged offence is a first offence. Where the extent of the suspect material is judged to be 50% or more, or where the alleged offence is a second or subsequent offence, Step 4 applies and Examiners should refer the matter to the Student Conduct and Appeals Office for formal proceedings under the *Misconduct regulations*.
13. Determining whether the extent of suspect material is over or under the 50% threshold is a matter of academic judgement by Examiners, which should be based on an examination of the student's work and the allegedly copied sources. Examiners may wish to use Turnitin to assist in identifying cases of potential plagiarism or cheating and identifying the sources copied from. However, Examiners should be aware that Turnitin is not a substitute for academic judgement in

Guidelines for examiners: plagiarism and related forms of cheating

determining whether there is a prima facie case of plagiarism/cheating and whether that is over or under the 50% threshold.

14. All cases of suspected academic misconduct which warrant referral to the Director of Students & Education should be submitted directly to the College's Student Conduct & Appeals Office, where further guidance on this procedure is also available: email - [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk) and telephone - 020 7848 3989.

### Diagram of process for dealing with suspected plagiarism and related forms of cheating



## Appendix 2 Standard letter: invitation to a plagiarism interview

[Name]

[Address]

[Date]

Dear XXXX

### Re. Suspected Plagiarism

My attention has been drawn by [NAME OF EXAMINER] to a case of suspected plagiarism/collusion [DELETE AS APPROPRIATE] in a piece of assessed work submitted by you as part of Module [MODULE NAME + CODE].

In accordance with the procedures detailed in the Guidelines for Examiners: plagiarism & related forms of cheating, I have considered the written evidence, including the suspect work and the alleged sources, and have formed the view that there is a prima facie case of plagiarism/collusion [DELETE AS APPROPRIATE].

As the plagiarism/collusion [DELETE AS APPROPRIATE] is not major in nature, and as this is your first offence of examination misconduct, the matter can be dealt with, should you agree, according to the expedited procedure set out in the Guidelines for Examiners: plagiarism & related forms of cheating. This expedited procedure is intended only for use in cases where the student does not contest the allegation of plagiarism/collusion. Should you wish to contest the allegation, you have the right to opt out of the expedited procedure and have your case referred to the Director of Students and Education for formal consideration under the College's Misconduct Regulations. This will provide you with an opportunity to have your case heard by the College's Misconduct Committee.

You are therefore requested to attend an interview at [TIME] on [DATE] in [VENUE]. Present at the interview will be [NAMES OF INTERVIEWERS]. You may be accompanied at the interview by any member of the College. The purpose of the interview is for the Examiners to present you with your work and to explain to you why they consider it to constitute plagiarism/collusion [DELETE AS APPROPRIATE].

Should you agree with the view of the Examiners and acknowledge that the work constitutes plagiarism/collusion [DELETE AS APPROPRIATE], you will be required to sign a statement to this effect and a mark of zero will be assigned to the piece of work. This is the regulatory penalty applicable in cases of plagiarism/collusion considered under this expedited procedure.

Should you not agree with the view of the Examiners that your work constitutes plagiarism/collusion and you do not sign the statement, or should you not attend for interview without good cause, or should you at any time before signing the statement indicate that you wish to contest the allegation and to opt out of the expedited procedure, the matter shall be referred to the Director of Students and Education, without prejudice, for the commencement of formal proceedings under the College's Misconduct Regulations. This is likely to result in a full hearing of your case by the College's Misconduct Committee. Please note that should you be found guilty of plagiarism/collusion, the Misconduct Committee has available to it a far wider range of penalties than those available under the expedited procedure.

Guidelines for examiners: plagiarism and related forms of cheating

Please also note that none of your marks or results will be considered or released until this matter has been concluded.

For further information, please consult the Student Guidance on Plagiarism, published on the 'Student Conduct and Appeals' section of the College website.

For clarification on any aspect of this matter you may contact the Student Conduct & Appeals Office on 020 7848 3989, or e-mail [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk). You may also wish to contact the Students' Union Advice Service on 020 7848 1588 or email [advice@kclsu.org](mailto:advice@kclsu.org); a member of the Students' Union may accompany you to the interview.

Yours sincerely

XXXXX

Chair of the XXXXX Assessment Board

**Appendix 3: Standard plagiarism/collusion acknowledgement statement**

**Outcome of a Plagiarism/Collusion Interview: Statement of Acknowledgement**

Student Name: .....  
Student Number: .....  
Programme: .....  
Module Code: .....  
Assessment title: .....

**The outcome of the Plagiarism/Collusion interview is (delete as appropriate):**

- I hereby acknowledge that the above assessment constitutes plagiarism and that I am therefore guilty of examination misconduct.
- I hereby acknowledge that the above assessment constitutes collusion with ..... and that I am therefore guilty of examination misconduct.

I understand that:

- i) My case has been dealt with in accordance with the agreed expedited procedure;
- ii) It was made clear to me that I have the option to contest the allegations, however I freely admit to the examination misconduct;
- iii) I will be awarded a mark of zero for this assessment;
- iv) This record will remain on my file.

**The original signed statement should be retained on the student's file; one copy should be sent to the student with the confirmation letter, and a further copy sent to the Student Conduct & Appeals Office ([appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk)).**

*Or*

- The Examiners have found there to be poor scholarship in your work. You will receive no penalty, and your work will be returned to the Examiners for marking on its merits. A copy of this form will be held on your file, any further instances of plagiarism/collusion will be escalated to a Misconduct Committee for consideration as major plagiarism/collusion.

*Or*

- The Examiners acknowledge that there is no evidence of plagiarism/collusion and therefore no case to answer, your work will be returned to the Examiners for marking. A copy of this form will not be held on your file.

Student signature:.....

Date:.....

Programme Board Chair's signature:.....

Date:.....

**In instances where the outcome is 'no case to answer' the student should receive a copy of the signed statement only and a copy should not be held on his/her file.**

**Appendix 3a: Standard confirmation letter (student attended interview and signed statement)**

[Name]  
[Address]  
[Date]

Dear [XXXX]

**Re. Outcome of interview with the Examiners**

Further to our meeting on [DATE], I am writing to confirm that you admitted to the charge of plagiarism/collusion [DELETE AS APPROPRIATE] and a mark of zero will be assigned to the piece of work; a copy of your signed acknowledgement is enclosed.

As far as the College is concerned this is the end of the matter and no further action will be taken. The original signed statement will be kept on your student file and a copy will be forwarded to the Student Conduct & Appeals Office for monitoring purposes and for future reference should you commit plagiarism/collusion again. Please note that any subsequent offences will be considered under the formal procedures of the College's G27 Misconduct Regulations.

The College's e-tutorial "Plagiarism at King's and citing references" will provide detailed information on plagiarism and how to avoid it (<http://www.kcl.ac.uk/library/subjectsupport/TurnitinUK-Practice-Module.aspx>). You are also reminded to familiarise yourself with the College's Academic Honesty & Integrity Policy and the Student Guide on Plagiarism, which are available on the Student Conduct and Appeals webpages. If you are in any doubt about the appropriate use of source material or academic writing please contact your personal tutor for guidance.

For clarification on any aspect of this matter you may contact the Student Conduct & Appeals Office on 020 7848 3989 or e-mail [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk).

Yours sincerely

XXXX  
Chair of the [xxxx] Assessment Board

**Cc Kate Harvey, Head of Student Conduct & Appeals  
Student file**

**Appendix 3b: Standard confirmation letter (student did not attend interview or did not sign the statement)**

[NAME]

[ADDRESS]

[DATE]

Dear XXXX

**Re. Suspected plagiarism in module [xxxxx]**

[Either paragraph A (did not attend) or paragraph B (attended but did not sign)]

[(A) Further to my letter, dated XXXX, inviting you to attend an interview to meet with the Examiners, I am writing to confirm that as you did not attend the interview I will be referring the matter to the Director of Students and Education for formal consideration under the College's Misconduct Regulations. I would advise you to consult carefully the Student Guidance on Plagiarism noted in my earlier letter.]

[(B) Further to the meeting with the Examiners you attended on XXXX, I am writing to confirm that you chose not to sign the Plagiarism/Collusion: Statement of Acknowledgement. As the expedited procedure is no longer applicable in this case, I will be referring the matter to the Director of Students and Education for formal consideration under the College's Misconduct Regulations. I would advise you to consult carefully the Student Guidance on Plagiarism noted in my earlier letter.]

For clarification on any aspect of the misconduct procedures you may contact the Student Conduct & Appeals Office on 020 7848 3989, or e-mail [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk). You may also wish to contact the Students' Union Advice Service on 020 7848 1588 or email [advice@kclsu.org](mailto:advice@kclsu.org); a member of the Students' Union may accompany you at any of the proceedings initiated under the Misconduct Regulations.

Yours sincerely

XXXX

Chair of the xxxx Assessment Board

**Cc Kate Harvey, Head of Student Conduct & Appeals**

**Appendix 3c: Standard confirmation letter (student attended interview and poor academic scholarship found)**

[Name]  
[Address]  
[Date]

Dear [XXXX]

**Re. Outcome of interview with the Examiners**

Further to our meeting on [DATE], I am writing to confirm that, although no plagiarism/collusion [DELETE AS PPROPRIATE] was found, Examiners have found there to be poor scholarship in your work. You will receive no penalty, and your work will be returned to the Examiners for marking on its merits.

As far as the College is concerned this is the end of the matter and no further action will be taken. The original signed statement will be kept on your student file; any further instances of plagiarism/collusion will be escalated to a Misconduct Committee for consideration as major plagiarism/collusion. Subsequent offences will be considered under the formal procedures of the College's G27 Misconduct Regulations.

The College's e-tutorial "Plagiarism at King's and citing references" will provide detailed information on plagiarism and how to avoid it (<http://www.kcl.ac.uk/library/subjectsupport/TurnitinUK-Practice-Module.aspx>). You are also reminded to familiarise yourself with the College's Academic Honesty & Integrity Policy and the Student Guide on Plagiarism, which are available on the Student Conduct and Appeals webpages. If you are in any doubt about the appropriate use of source material or academic writing please contact your personal tutor for guidance.

For clarification on any aspect of this matter you may contact the Student Conduct & Appeals Office on 020 7848 3989 or e-mail [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk).

Yours sincerely

XXXX  
Chair of the [xxxx] Assessment Board

**Cc Kate Harvey, Head of Student Conduct & Appeals Student file**