

## SoSS PLAGIARISM PROCEDURE

Staff finding evidence of cheating, including cases of plagiarism, should consult the University's disciplinary procedures which are on the web at:

<http://www.campus.manchester.ac.uk/tlso/map/teachinglearningassessment/assessment/section-theprocessofassessment/academicmalpracticeincludingplagiarism/>

If you find any evidence of plagiarism by students, this must be dealt with through the School's Plagiarism Procedure, outlined below:

1. In the first instance, the suspected plagiarism should be referred to the course convenor.
2. Either the person detecting the plagiarism, or the course convenor, should then mark up the piece of work, and provide photocopies of the plagiarised sources. **Mark-up must be in black pen, not highlighter**, as the work has to be photocopied for the relevant Plagiarism Panel.
3. The marked-up work, plus the evidence, should then be given to Lynn Dignan in the Undergraduate Office (Room G.001) of the Arthur Lewis Building. She will then log the case onto her database. At this point, the suspected plagiarism will be run by either the Undergraduate Director or the Postgraduate Director (the School Plagiarism Officers).
4. Postgraduate, Final Year Undergraduate, and Repeat Cases will then be referred by Lynn Dignan to Ewan Hannah in the Faculty of Humanities. The Undergraduate Director, Postgraduate Director, or their Representative will represent the School of Social Sciences on cases referred to Faculty. The student will be entitled to be accompanied by a person of their choice.
5. First and Second Year Undergraduate, first offenders, will be called before the School Plagiarism Panel, which will consist of the School Undergraduate Plagiarism Officer, the School Plagiarism Administrator and, if necessary, the course giver or his/her representative. The student will be entitled to be accompanied by a person of their choice.
6. The student will be informed of the outcome of the case in writing.
7. The final mark awarded for the piece of work, and details of what penalty has been imposed, will be communicated to the relevant Administrator, for inputting onto Campus Solutions.

### **Please note:**

Once plagiarism is detected, members of staff should not enter into detailed correspondence, verbal or written, with the student, until such time as the relevant Panel has met to consider the case.

However, you can refer the student

to <http://www.campus.manchester.ac.uk/medialibrary/policies/academic-malpractice.pdf>.

### **Future Submissions**

Once a student has been found guilty of plagiarism, all of their future submissions of assessed work must be supplemented by an electronic copy. This will be run through plagiarism software.