

Quick Staff Guide: Reporting Plagiarism and Collusion

All allegations of academic misconduct must be reported to the relevant School Disciplinary Committee (SDC) via the Conduct Office. Staff must not take action themselves to penalise the student in any way. Colleagues are encouraged to contact the Chair of their School's Disciplinary Committee for guidance if they are unsure if plagiarism has occurred or not.

Step 1. Notify the student of the allegation

Email the student to inform them of the allegation. This must be done before any documents are submitted to the Conduct Office and before the release of marks and feedback to the rest of class.

Step 2. Gather Evidence and Relevant Documents

Evidence must be gathered for consideration by the relevant School Disciplinary Committee. For convenience save these to a OneDrive folder. Required evidence and documents include:

- **The Turnitin report.** The Turnitin report version of the student's submission.
- **The original copy** of the student's submitted work.
- **In cases of Plagiarism and Self-Plagiarism:** Copies of the original source documents allegedly plagiarised. Usually copies of the top one or two sources flagged by the Turnitin report would be sufficient. Staff should highlight the information that the student is alleged to have plagiarised.
- **In cases of Collusion:** Copies of the coursework submitted by other students involved in the collusion with the sections highlighted that indicate where collusion has occurred.
- A copy of **the email** informing the student of the allegation.
- A copy of the **coursework guidelines/assessment criteria** issued to the students.
- **Any relevant guidelines** issued to students can be included if you believe it is useful. For example, copies of class announcements outlining the importance of academic integrity or directing students to HW guides on '*How to avoid academic misconduct*' and '*citation and referencing*'.

Step 3. Completing an Incident Report Form (IRF)

After evidence and relevant documents have been gathered, staff should complete an [Incident Report Form](#) for each student suspected of plagiarism or collusion. The form is available on the [Conduct Office webpage](#).

- The IRF must be completed in full and contain only factual information. Staff should only complete Parts 1, 2 and 3 of the form. Part 2 must include a description of the alleged incident, and information on the percentage of the total course marks that the piece of coursework/exam is worth.
- No comment should be made in the IRF which the staff member may not want the student to read. The student will receive a copy of the IRF when they are invited to their disciplinary meeting.
- If you are unable to access the source(s) e.g., the source is a student submission at another institution and they have failed to respond to you via Turnitin, you should state this in the IRF.
- **List the main sources**, whether this be a website, journal article, a former student submission. etc.

Step 4. Submit the Incident Report Form (IRF) and evidence

Email the IRF and supporting documents to the University's Conduct Office conduct@hw.ac.uk. Preferably a link to a OneDrive folder should be shared where you have saved all the relevant documentation.

In cases of collusion, although a separate IRF is required for each student (for data protection and confidentiality reasons) all the evidence relating to one case of collusion can be submitted in one folder,