**Academic Misconduct: First Case of Collusion/Plagiarism**

**SECTION A: TO BE COMPLETED BY INVESTIGATING OFFICER (AFTER REQUESTING CONFIRMATION FROM THE MISCONDUCT PANEL SECRETARY\* OF NO PREVIOUS ACADEMIC MISCONDUCT)**

**\*** [**academicmisconduct@sussex.ac.uk**](mailto:academicmisconduct@sussex.ac.uk)

**Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sussex Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Candidate Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date case identified by Module Convenor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date case referred to Investigating Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Investigating Officer decision:**  please select one: MAJOR (refer for marking) MINOR

please select one: COLLUSION PLAGIARISM

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**SECTION B: TO BE COMPLETED BY MODULE CONVENOR (OR NOMINEE) WITH STUDENT**

Module Convenor to invite student(s) to meeting to discuss case **within 10 working days of the marks being published.**

**University of Sussex Definitions** (extracted from the [Examination and Assessment Regulations](http://www.sussex.ac.uk/adqe/standards/examsandassessment), Section 2, Academic Misconduct)**:**

***Collusion*** is the preparation or production of work for assessment jointly with another person or persons unless explicitly permitted by the assessment. An act of collusion is understood to encompass those who actively assist others or allow others to access their work prior to submission for assessment. In addition, any student is guilty of collusion if they access and copy any part of the work of another to derive benefit irrespective of whether permission was given. Where joint preparation is permitted by the assessment but joint production is not, the submitted work must be produced solely by the student making the submission. Where joint production or joint preparation and production of work for assessment is specifically permitted, this must be published in the appropriate module documentation.

***Plagiarism*** is the use, without acknowledgement, of the intellectual work of other people, and the act of representing the ideas or discoveries of another as one's own in written work submitted for assessment. To copy sentences, phrases or even striking expressions without acknowledgement of the source (either by inadequate citation or failure to indicate verbatim quotations), is plagiarism; to paraphrase without acknowledgement is likewise plagiarism. Where such copying or paraphrase has occurred the mere mention of the source in the bibliography shall not be deemed sufficient acknowledgement; each such instance must be referred specifically to its source. Verbatim quotations must be either in inverted commas, or indented, and directly acknowledged. For cases where work has been re-used see ‘**Overlapping material** in ‘**Marking, Moderation and Feedback Regulations’**

Plagiarism can be ideas based or language based:

Plagiarism is using the work of others without acknowledging your sources of information or inspiration. This includes:

* + - using words more or less exactly as they have been used in articles, lectures, television programmes, books, or anywhere else.
    - using other people’s ideas or theories without saying whose ideas they are.

Even if you change words or sentences you have “borrowed” or put them in a different order, the result is still plagiarism

(Cottrell 2013 p. 177).

Cottrell, S. (2013) *The Study Skills Handbook*.4th edn London: Palgrave Macmillan

**Outcome of the meeting between the Module Convenor and the student:**

The Module Convenor will refer you to the online Academic Practice Workshop (see Note below). You are strongly advised to enrol on this workshop and complete all the exercises. If you do not complete the online Academic Practice Workshop you will be invited to attend a meeting with the Head of School or School Director of Student Experience. The online Academic Practice Workshop is designed to help you with your studies, so that you understand the academic integrity requirements. You will be referred to the Academic Practice Workshop even if you do not attend the meeting with the Module Convenor or complete this form. Your School will advise you on whether or not to inform the Professional and/or Statutory Body (PSB). Referral to the Academic Practice Workshop will not be recorded on your transcript.

* I accept and understand that collusion/plagiarism has taken place and I will enrol on the online Academic Practice Workshop and complete the associated exercises OR
* I do not accept or I am not sure that collusion/plagiarism has taken place or I did not actively collude and I would like to have the opportunity to challenge the allegation. (This will result in the case, and all the students involved in the case, being referred to the Academic Misconduct Panel.) It is not possible to challenge the allegation after the Progression and Award Board has met (instead an appeal against the PAB decision may be made where the criteria are met).

Non-Contact: I have tried to contact the student \_\_\_\_\_\_ times but they have not responded/not attended a meeting.

Student signature: Module Convenor Signature:

Print Name: Print Name:

* Note: Please provide a signed copy of the form to:
* the student
* the Investigating Officer
* the Misconduct Panel Secretary (SAO)

and return the evidence file to SAO.

* SAO to add student to online Academic Practice Workshop to enable student to enrol.