

Faculty of Medicine Academic Honesty Procedure

All coursework is submitted through Blackboard (<http://learn.imperial.ac.uk/>)

All submissions are ran through Turnitin and marked. Marker needs to take action if:

- 1) Turnitin Similarity Index > 25% OR
- 2) Suspicion of plagiarism

Action required if above occurs:

- Marker raises concerns with Course/Theme/other appropriate Academic Lead who must examine the allegation of plagiarism
- Course/Theme/other appropriate Academic Lead emails the student to:
 - Notify them of the allegation
 - Invite them to attend a formal meeting to discuss the allegation

At this meeting:

- The Academic Lead and one other academic staff member must complete, together with the student concerned, all areas of this form: <https://education.med.imperial.ac.uk/Policies/allegationplagiarism.doc>
- The Academic Lead then emails the completed form, together with the Turnitin Report of suspected coursework, to acad.honesty.feo@imperial.ac.uk

Academic Honesty Panel (AHP):

1. Consider the submitted report of allegation of plagiarism.
2. Rules if a plagiarism offence has been committed and if yes, whether it is **Minor** or **Major**.

Minor defines as: 1st offence, intentional or not plagiarism, incl. self-plagiarism, collusion (use of another student's work with consent), poor academic practice such as paraphrasing or poor referencing

AHP rules; **Penalty:**

- 1) No case to answer and therefore no further action
- 2) Informal reprimand (*i.e. a note is kept on the student's departmental file*)
- 3) Informal reprimand and mark reduction for the assessment in question
- 4) Informal reprimand and mark set to 'zero' for the assessment in question

Major defines as: 1) Anything not covered under Minor; 2) Prima facie plagiarism (intent to deceive) or poor academic practice (extensive paraphrasing and/or poor referencing); 3) Use of another student's work without their consent; 4) Suspected offences in more than one pieces of coursework simultaneously, even if each suspected offence can be defined as Minor in isolation; and 5) Where student does not admit plagiarism has occurred

AHP forwards to Registry - Registry Panel rules; **Penalty:**

MAJOR: POOR ACADEMIC PRACTICE

Years 1-2:		Years 3-6:	
First Offence	Repeated Offence	First Offence	Repeated Offence
Retake assessment at next available opportunity, mark capped at Pass-mark (DEFAULT)	Retake assessment at next available opportunity, mark capped at Pass-mark (DEFAULT)	Retake assessment at next available opportunity in the following academic year (DEFAULT)	Retake at next available opportunity with mark capped at Pass-mark but no degree/diploma/certificate awarded before set penalty period expires (up to 2 years) (DEFAULT)
Reprimand (MODERATED)	Retake assessment at next available opportunity in the following academic year (MODERATED)	Retake assessment at next available opportunity (MODERATED)	Retake assessment at next available opportunity, mark capped at Pass-mark (MODERATED)

MAJOR: INTENT TO DECEIVE

Years 1-2:		Years 3-6:	
First Offence	Repeated Offence	First Offence	Repeated Offence
Retake assessment at next available opportunity, mark capped at Pass-mark (DEFAULT)	No admission to other assessment until a set penalty period (up to 2 years) expires and then mark capped at Pass-mark (DEFAULT)	Retake at next available opportunity with mark capped at Pass-mark but no degree/diploma/certificate awarded before set penalty period expires (up to 2 years) (DEFAULT)	Formal reprimand, '0' mark awarded to all assessment and exams sat in the academic year of offence, and no admittance to future assessment, i.e. expulsion from the College (DEFAULT)
Retake assessment at next available opportunity in the following academic year (MODERATED)	Retake assessment at next available opportunity, mark capped at Pass-mark (MODERATED)	Retake assessment at next available opportunity, mark capped at Pass-mark (MODERATED)	Retake at next available opportunity with mark capped at Pass-mark but no degree/diploma/certificate awarded before set penalty period expires (up to 2 years) (MODERATED)

Link for full information from Registry:

<https://workspace.imperial.ac.uk/registry/Public/Procedures%20and%20Regulations/Regulations/Academic%20and%20Examination%20Regulations%202012-13/Cheating%20Offences%20Policy%20and%20Procedures.pdf>