

Appendix 3

Plagiarism and Examination Offences Policy and Procedures

INTRODUCTION¹

1. These Policy and Procedures apply to all students and former students at Imperial College registered for Imperial College or University of London awards. Allegations of a breach of the examination regulations involving staff of Imperial College will be referred to the Director of Human Resources and dealt with by investigation and disciplinary measures through the Human Resources Disciplinary Procedures.
2. Students and former students must note that conduct of a nature which would be inappropriate in a member of some professions could require additional disciplinary action. In particular, students whose course of study leads to provisional registration as doctors, and whose conduct falls to be considered under the Examination Offences Policy and Procedures, may also fall to be considered under the College's Procedure for the Assessment of Fitness to Practise Medicine.
3. In any proceedings under these Policy and Procedures, the student shall be presumed to be innocent until the contrary is established beyond reasonable doubt.
4. Throughout these Policy and Procedures, the Academic Registrar and the Head of Central Secretariat may delegate any of the duties ascribed to him/her to another appropriate member of College staff.
5. Any dispute as to the interpretation of these Policy and Procedures shall be referred to the Academic Registrar, whose decision in the matter shall be final.
6. Plagiarism and Examination Offences shall be dealt with according to different procedures, outlined below. Plagiarism is dealt with under paragraphs 7 to 26 below, and Examination Offences under paragraphs 21 to 26.

PLAGIARISM – TAUGHT COURSES

7. This section should be read in conjunction with the Tariff for Plagiarism and other Examination Offences at Annex 1.
8. Where the offence is an instance of suspected plagiarism, it shall be dealt with in accordance with the following procedures, commensurate with the severity of the suspected offence.

¹ These Policy and Procedures draw on the best practice at several Higher Education Institutions and Imperial College would like this to be acknowledged.

9. **Minor Offences of Plagiarism:** The following instances of suspected minor plagiarism shall be referred directly to the relevant Board of Examiners (or Chairman or other delegated person acting on behalf of the Board) by the Department for action:
- a. A **first** occurrence and in which the part of the work in question can be demonstrated to have been plagiarised, either intentionally or unintentionally, and is not judged by the Board of Examiners to form a significant part of that work, considered both by volume and by weight of meaning. This may include instances of self-plagiarism or suspected collusion (where the work of another student is used with that student's consent).
10. The action open to the Board of Examiners is as follows:-
- a. That there is no case to answer and therefore that no further action be taken;
 - b. That the student concerned be informally reprimanded (*i.e. that a note should be kept on the student's departmental file, but not on the Registry file*);
 - c. That the student concerned be informally reprimanded and that the mark given for the performance of the student in the assessment in question be reduced;
 - d. That the student concerned be informally reprimanded and that a mark of zero be made upon the performance of the student in the assessment in question.

[Note: the decision of a Board of Examiners that plagiarism has occurred need not preclude the student in question from submitting subsequent coursework for assessment for the same course, where applicable.]

11. Any such action taken by the Board of Examiners should be reported to the meeting of the Board at which students' results are confirmed, and a summary report of action taken by the Board during the academic year under this procedure, in which individual students are not named, should be made annually to the Academic Registrar for dissemination to the Pro-Rector (Education) (see also paragraph 16 below).
12. **Major Offences of Plagiarism:** All other instances of suspected plagiarism not covered in paragraph 9 above, **including matters where the student does not admit that plagiarism has occurred**, should be reported to the Academic Registrar who will appoint an investigating officer who shall be responsible for investigating the incident. Each Department should delegate to one or more academic staff the responsibility for the investigation of suspected instances of plagiarism on behalf of the Board of Examiners. Where the investigating officer deems on the evidence presented that the plagiarism is of a minor or technical nature s/he, after consultation with the Chairman of the Board of Examiners, may decide that the matter can be dealt with by the Board of Examiners, or that no further action will be taken. A report of the decision shall be kept in the Registry but the matter shall, thereafter, be regarded as closed.
13. Where it is suspected that a student has made use of another student's work without that student's consent, this will normally be regarded as an offence of plagiarism of a major nature.

14. Where the investigating officer has determined that there is a *prima facie* case of major plagiarism to answer (that is, instances other than those defined in paragraph 9 above) the case shall be dealt with in accordance with paragraph 26, below and will proceed to the establishment of a Review Panel (see paragraphs 27 to 29 below).

15. In considering accusations of major plagiarism, the Review Panel can decide as follows:
 - a. That the allegation is not proven and that no further action is required; or
 - b. That the offence is a minor one and should be referred to the student's department for action in accordance with paragraphs 9 and 10 above; or
 - c. That the allegation is proven and that one of the following penalties shall be applied with reference to the tariff reproduced below at (1)-(6) and in Annex 1. The tables in Annex 1 indicate the 'default' penalty for any offence. The 'moderated' penalty should only be used when the Review Panel considers that there is good reason not to award the 'default' penalty. The penalty awarded by the Review Panel in accordance with the tariff shall be binding upon the Department. For all penalties a record must be entered on the student's file in the Registry:
 - (1) That the candidate is to be formally reprimanded but that no further action is required;
 - (2) That the candidate is to be formally reprimanded and that the mark obtained in the assessment(s) concerned is to be set at zero. Where the candidate is eligible to retake the assessment(s), s/he shall either be required to retake the assessment(s) at the next available opportunity, or at a time specified by the Panel, but the mark recorded will be 'capped' at the pass-mark;
 - (3) That the candidate is to be formally reprimanded and that zero is to be recorded for the performance of the candidate in all the written examinations and other assessments s/he sat in the year the offence occurred;
 - (4) For non-final year students - That the candidate is to be formally reprimanded, that zero is to be recorded for the performance of the candidate in all the written examinations and other assessments s/he sat in the year the offence occurred, and that the candidate is not to be permitted to re-enter for any assessments before the expiry of a stated period of time, not exceeding 2 years;
 - (5) For final year students - That the candidate is to be formally reprimanded, that zero is to be recorded for the performance of the candidate in all the written examinations and other assessments s/he sat in the year the offence occurred, and that the candidate is to be permitted to re-enter for those assessments on the next normal occasion but that no degree/diploma/certificate is to be awarded to the candidate before the expiry of a stated period, not exceeding two years following satisfactory completion of the conditions for the award;

- (6) That the candidate is to be formally reprimanded and is to be excluded from any future assessments administered under the College's jurisdiction.

16. **Recording of Plagiarism offences**: Minor plagiarism offences will be kept on the student's Departmental student file. Major plagiarism offences will be kept on the student's Departmental student file and centrally on the student's Registry file. In order that the College has an overview of the extent of the problem, a report outlining the number of minor plagiarism offences dealt with by each Department/ Division (in which individuals are not named) shall also be sent to the Pro Rector (Education) at the end of each academic year.

PLAGIARISM – RESEARCH DEGREES

17. Plagiarism in a research degree can essentially only be detected by the supervisor when reviewing the thesis prior to submission, by the examiners either before or during the viva or by someone who reads/consults the thesis post examination. If plagiarism is identified during the research programme well before thesis submission then correction, modification and re-education would be seen as part of the learning process imparted by supervisor to student with the former reinforcing their role of guiding students to avoid plagiarism and to reference their work properly. If plagiarism is repeated and this is still well before thesis submission the Department shall be required to review the student's position and determine whether registration for a research degree is still appropriate.
18. Otherwise there are two types of plagiarism that may be detected in a thesis submitted for examination:
- (a) Plagiarism determined as **minor** in nature would comprise a relatively small component of the thesis and would in all likelihood be attributable to poor academic practice rather than intent to deceive. The penalty for such an offence would normally be a reprimand, a commitment and undertaking by the student to remove or properly reference the offending material and for the student to agree to have the final thesis run through the plagiarism detection service prior to examination as a precaution to ensure that no other material had been plagiarised. If the plagiarism detection service detected further significant plagiarism then the penalty below shall apply.
- (b) Plagiarism shall be identified as **major** where a relatively large component of the thesis has been plagiarised thereby normally indicating an intent to deceive. The only penalty appropriate for major plagiarism in a research degree thesis is expulsion from College and exclusion from all future assessment.
19. Suspected plagiarism in a research degree is very serious and, as such, all cases whether major or minor are reviewed by a Panel, comprising the Pro Rector (Education), Dean of Students and Academic Registrar, once the alleged offence has been investigated by an officer appointed by the Academic Registrar in the usual way.
20. If plagiarism is identified in a thesis post award, the above Panel shall appoint an investigating officer who, as part of their investigation, shall seek the views of the student's Department and

most importantly the original examiners on the validity of the award. If plagiarism is shown to be relatively minor it may be sufficient to require the student to remove or properly reference the offending material. If major plagiarism is proven this would normally lead to the degree award being revoked and the student being excluded from all future assessments of the College.

EXAMINATION OFFENCES

21. Where the offence is an Examination Offence (defined in paragraph 22) it shall be dealt with under the procedures below. Conduct which breaches examination regulations and/or which is likely to affect the security of examinations and/or which is likely to give an unfair advantage to the student in examinations or assessments, whether in written, oral, practical, clinical, laboratory-based or coursework form, shall be dealt with in accordance with the procedures described below.
22. Examination offences include, but are not restricted to:
 - a. Introduction into the examination room of any materials other than those permitted for the examination;
 - b. Removal of any examination script, any part of an examination script or blank examination stationery from the examination room except by a person with designated authority to do so;
 - c. Any attempt to confer with or gain access to the script of any other student during the period of the examination; or to collaborate in or gain access to the assessed coursework of any other student, unless authorised to do so;
 - d. Any attempt to tamper with examination scripts or coursework after they have been handed in by students;
 - e. Any unauthorised study and/or unsupervised absence of a student from the examination room during the period of the examination;
 - f. Impersonation or attempted impersonation of a student, including aiding and abetting someone to do so on the student's behalf;
 - g. Incidences of plagiarism, which is defined as the presentation of another person's thoughts or words or work (including figures, diagrams, formulae and computer programs) as though they were a student's own. Plagiarism offences, which may be minor or major in nature, shall be treated according to the procedure described in the Plagiarism section above.
 - h. Contract cheating including the purchase of essays and other material from other sources.
 - i. Other conduct likely to give an unfair advantage to the student.

PROCEDURE FOR DEALING WITH EXAMINATION OFFENCES

23. Where a student² or former student is alleged to have committed an examination offence as defined in paragraph 22 above – other than cases of plagiarism which are treated according to the instructions in the Plagiarism section above – the Department/ Division shall inform the Academic Registrar as soon as possible after its detection. The Academic Registrar shall then appoint an investigating officer from within the Registry, who shall be responsible for investigating the incident. As soon as is reasonably possible, the investigating officer shall complete the official forms (Annex 2, Parts I and II). In cases of joint courses, the student's second department shall be informed about the alleged examination offence at the same time as the Registry.
24. Where the investigating officer, who may consult other members of staff recommended by the Academic Registrar if necessary, deems on the evidence presented that the offence is of a minor or technical nature s/he, after consultation with the Chairman of the Board of Examiners, may decide that the matter can be dealt with by the Board of Examiners in whatever way is considered appropriate. This can include the decision that no further action will be taken. A report of the decision shall be kept in the Registry and the matter shall, thereafter, be regarded as closed.
25. Where the investigating officer, who may consult other members of staff recommended by the Academic Registrar if necessary, has determined that there is prima facie a case to answer, s/he shall complete the first half of the Student Allegation Form (Annex 2, Part III) determining the official wording of the allegation in relation to the relevant regulations.
26. The Student Allegation form, along with a copy of this policy, shall then be sent to the student for completion. The student shall complete and return the Student Allegation Form (Annex 2, Part III) to the investigating officer within 10 working days from the date on the letter. A review panel will then be established. Where a student admits an examination offence (excluding cases of plagiarism) he/she shall be invited to submit a statement of mitigation to the Review Panel. If the student fails to return the form within 10 working days, the investigating officer shall send a warning letter. If, following another 10 working days, no answer is still forthcoming, the College shall by default proceed to the establishment of a Review Panel.

ESTABLISHMENT OF A REVIEW PANEL

27. A Review Panel comprising the Academic Registrar or Deputy Academic Registrar, the Dean of Students and a College Tutor shall be established to consider the evidence and to agree on an appropriate outcome according to the Tariff at Annex 1 (depending on whether the Review Panel has been convened to hear a case of plagiarism or another examination offence).
28. The Academic Registrar or Deputy Academic Registrar shall communicate the decision of the Review Panel, including where the decision is that no offence has been committed, in writing to the student within five College working days following the meeting of the Panel, as well as his/her Head(s) of Department and any other persons in the case.

² As used herein, the term "student" shall include the plural.

29. If the student wishes to appeal against the decision of the Review Panel, he or she must write to the Academic Registrar within five College working days of receiving the decision of the Review Panel, stating that s/he wishes to appeal and giving the grounds for the appeal. An appeal against the Review Panel's decision shall be allowed on the grounds listed in paragraph 30 and, if the appeal is allowed, an Appeals Panel will be convened to consider the appeal (see Establishment of an Appeals Panel section below).

NOTICE OF INTENTION TO APPEAL

30. An appeal may be allowed on the following grounds:
- a. Administrative error;
 - b. Where there is new evidence of extenuating circumstances which was not available to the Board of Examiners at the time it made its decision;
 - c. Where there is evidence that the Review Panel acted unfairly or where the Review Panel was thought to have imposed too harsh an outcome.
31. Notice of intention to appeal against the decision of the Review Panel must be received in writing by the Academic Registrar, no later than 5 College working days after the date on which the student was notified of the decision. The notification of intention to appeal must state the grounds for appeal. The Academic Registrar will forward the case to the Pro Rector (Education) who, together with the Head of Central Secretariat, shall decide whether an Appeals Panel shall be convened based on the grounds given in 30³.
32. An Appeals Panel shall be convened for the purpose of hearing the appeal as early as possible after the receipt of such notification and the student notified in writing of the relevant date and time of the hearing.

ESTABLISHMENT OF AN APPEALS PANEL

33. The Appeals Panel shall be established if the student appeals in writing to the Academic Registrar and the Pro Rector (Education)⁴, together with the Head of Central Secretariat, conclude that the grounds for the appeal are justified.
34. The Appeals Panel⁵ shall be constituted as follows:
- a. The Chair, who shall be a Dean;

³ In cases of plagiarism in a research degree, the Academic Registrar will forward the case to the Deputy Rector who, together with the Head of Central Secretariat, shall decide whether an Appeals Panel shall be convened based on the grounds given in paragraph 30.

⁴ Deputy Rector in cases of plagiarism in a research degree.

⁵ To ensure natural justice, Panel members should not have been connected to the offence in any way, nor should they be from the same Department(s)/Division(s) as the accused student(s).

- b. Two members of the Appeals Panel list (which is drawn up from nominations by Departments and approved by the Rector every 3 years);
- c. The President of the Student Union, or a member of the Student Union Council nominated by the President.
- d. A Lay member of Council or the Court

The Academic Registrar or his or her nominee shall be present to provide advice to the panel.

- 35. A secretary to the Appeals Panel shall be appointed by the Head of Central Secretariat. The proceedings before the Appeals Panel and its deliberations shall be recorded by the secretary in sufficient detail to enable him/her to complete Annex 2, Part IV of the report.
- 37. The Academic Registrar shall commence proceedings describing the procedures involved and the background to the particular case concerned. The evidence in the possession of the College shall be presented by the Chair of the relevant Exam Board, or his or her nominee. Either the Chair of the relevant Exam Board or his or her nominee, or a Departmental Representative nominated by the Head of Department, shall be available for the full duration of the Hearing, to answer any queries from the Panel and the student.
- 38. Students may, if they wish, be accompanied by a member of Imperial College (either a fellow student, or a personal tutor, warden or other member of the academic staff). The person accompanying the student may speak in support of the student if the latter so desires.
- 39. If the student wishes to be accompanied by a member of Imperial College they shall notify the Clerk to the Panel accordingly with reasonable notice, not less than 2 working days before the appeal hearing.
- 40. The Chair of the Board of Examiners or his/her nominee shall arrange for a copy of each document which s/he will present to the Appeals Panel to be sent to the student. This should include Annex 2, Part I, but should not include Annex 2, Part II – The Effect on the Student's Academic Progression (which shall only be presented at an Appeals Panel once and if an examination offence has been established). Such documents shall also include any written statement or statements made by the student. A notice of the purpose of the Appeals Panel and the time and place at which it will be held shall also be sent with these documents. The documents shall include any materials relating to the Department's initial dealings with the case. They shall also include details of the Department's measures to communicate the seriousness of the offence and its definitions. The documents and notice shall be posted no fewer than 5 working days before the date set for the hearing.

APPEALS PANEL PROCEDURE

- 41. The student shall have the right to be present at all proceedings of the Appeals Panel subject to paragraphs 50 and 51 below.

42. Sittings of the Appeals Panel shall normally be held in private, but in keeping with the Human Rights Act (1998), the student may, if s/he wishes, request that the hearing be held in public.
43. Proceedings of the Appeals Panel shall not be invalidated by reason of the absence from the meeting of the Panel of the student provided that the conditions of paragraphs 30 to 32 of these Policy and Procedures have been observed.
44. All members of the Panel shall introduce themselves. The secretary shall read to the student the particulars of the allegation and ask him/her to confirm the decision made on the Student Allegation Form (Annex 2, Part III) irrespective of whether the allegation has been admitted to or not.
45. If, at this stage, the student decides to admit to an offence that s/he had previously not admitted, the Panel has the authority to consider which outcome(s) to impose immediately (section on Decisions of the Appeals Panel and section on Outcomes for Examination Offences below), so long as the Chair of the Board of Examiners (or his/her nominee) and the student are in agreement that this should occur.
46. In all cases other than those covered by 45 above, each side, first the Chair of the Board of Examiners (or his/her nominee) and then the student, shall present the documentary material and call witnesses who may be examined.
47. The student shall have the right to examine any documents, reports or written statements that have been used in the case as the Appeals Panel has the right to examine any written reports or documents introduced by the student.
48. If the student wishes, s/he may give evidence, and may thereupon be questioned by the Chair of the Board of Examiners or his/her nominee and members of the Appeals Panel.
49. Before the panel considers its finding, the Chair of the Board of Examiners (or his/her nominee) and then the student shall have the opportunity to make any closing arguments.
50. The Panel shall consider its finding in private and shall if possible reach its finding without adjournment. The secretary shall be present.
51. The Appeals Panel may, at its discretion, at any time during the proceedings, order the room to be vacated, or the members may themselves retire to another room for private discussions. The student shall not be entitled to be present at such times.

DECISIONS OF THE APPEAL PANEL

52. An Appeals Panel shall have the power to confirm, reverse or modify the original decision in any way, including the application of further and more severe outcomes (listed in the Appeals Panel section below).
53. The decision of the Appeals Panel shall be reached by a majority vote but shall be announced as the decision of the Appeals Panel. In cases of a split vote, the Chair shall have the casting vote.

54. The votes of individual Panel members shall always be treated as confidential.
55. At the conclusion of the evidence, the Appeals Panel shall determine in private whether an offence has been committed. The Panel shall give reasons for its decision on the form at Annex 2, Part V.
56. Where the Appeals Panel finds that particulars of the allegation have been established, both the College and the student against whom the allegation has been proven shall have a further opportunity to address the Panel on the question of the outcome to be made.
57. Before reaching any decision on the outcome, the secretary shall pass to the Appeals Panel any written statements (which may include statements from a personal tutor, Head of Department, or other member of College staff) submitted to the Panel by the Chair of the Board of Examiners or his/her nominee or by the student who has been found to have committed an offence. Copies shall be provided for both sides. No witnesses may be called at this stage.
58. The consideration of the outcome shall be made in private. At the beginning of the consideration, the secretary shall provide the Panel with information about the student provided in Annex 2, Part II – The Effect on the Student’s Academic Progression.
59. Where possible, the Panel shall reach its decision on the outcome without adjournment. However, if an adjournment is required, the Panel may adjourn for a period not exceeding 5 working days.
60. If the Appeals Panel finds that an offence has been committed, it can decide upon one of the outcomes listed above: for cases of major plagiarism see paragraph 15; for cases of examination offences see paragraph 64. The decision regarding the penalty and the reasons for the decision (as recorded in Annex 2, Part V) shall be communicated to the student in writing as soon as possible after the Panel meeting, no more than 5 College working days after the hearing, or 7 College working days if an adjournment has been required.
61. All paperwork relating to the Appeals Panel shall be entered on the student’s file in the Registry.
62. In keeping with the Human Rights Act (1998), should the student wish, the decision of the Panel will be posted on the relevant departmental notice board(s).

OUTCOMES FOR EXAMINATIONS OFFENCES

63. This section should be read in conjunction with the Tariff for Plagiarism and other Examination Offences at Annex 1.
64. In deciding upon an examination offence, the Review Panel or Appeals Panel can decide upon one of the following outcomes. For all outcomes except 64.a. below a record must be entered on the student’s file in the Registry. The Academic Registrar or Appeals Panel shall normally apply the appropriate tariff system, and shall bear in mind that a student who has committed an examination offence should receive a higher penalty than would result from not submitting the piece of work in the first place.

- a. That the allegation is not proven and that no further action is required; or
 - b. That the allegation is proven and that one of the following penalties shall be applied with reference to the tariff reproduced below at (1)-(3) and in Annex 1. For all penalties a record must be entered on the student's file in the Registry:
 - (1) That the candidate is to be formally reprimanded but that no further action is required;
 - (2) That the candidate is to be formally reprimanded and that zero is to be recorded for the performance of the candidate in all written examinations s/he sat in the year the offence occurred;
 - (3) That the candidate is to be formally reprimanded and that the candidate is to be excluded from any future assessments administered under the College's jurisdiction.
65. Findings and outcomes of the Review Panel or Appeals Panel, including where the decision is that no offence has been committed, shall be sent to the student, his/her Head(s) of Department and any other persons in the case as soon as possible after the review or hearing, at most no more than 5 working days.

COMPLETION OF PROCEDURES

66. Once a student has completed the College's internal procedures, the College will issue the student with a Completion of Procedures Letter. If the student is still dissatisfied, the student may direct their complaint to the Office of the Independent Adjudicator within three months of the date on which the Completion of Procedures Letter was issued. Information on the complaints covered by the Office of the Independent Adjudicator and the review procedures is available at: http://www.oiahe.org.uk/docs/OIA_New_Rules.pdf. The College reserves the right to reject a complaint when it is issued more than three years after the substantive event (s) to which it relates.

Annex 1

TARIFF FOR PLAGIARISM AND OTHER EXAMINATION OFFENCES

MINOR OFFENCES OF PLAGIARISM

1. The following instances of suspected minor plagiarism shall be referred directly to the relevant Board of Examiners (or Chairman or other delegated person acting on behalf of the Board) for action:

A **first** occurrence and in which the part of the work in question can be demonstrated to have been plagiarised, either intentionally or unintentionally, and is not judged by the Board of Examiners to form a significant part of that work, considered both by volume and by weight of meaning. This may include instances of self-plagiarism or suspected collusion (where the work of another student is used with that student's consent).

2. The action open to the Board of Examiners is as follows:-
 - a. That there is no case to answer and therefore that no further action be taken;
 - b. That the student concerned be informally reprimanded (*i.e. that a note should be kept on the student's departmental file, but not on the Registry file*);
 - c. That the student concerned be informally reprimanded and that the mark given for the performance of the student in the assessment in question be reduced;
 - d. That the student concerned be informally reprimanded and that a mark of zero be made upon the performance of the student in the assessment in question.

MAJOR OFFENCES OF PLAGIARISM

3. In considering accusations of major plagiarism, the Review Panel can decide as follows.
 - a. That the allegation is not proven and that no further action is required; or
 - b. That the offence is a minor one and should be referred to the student's department; or
 - c. That the allegation is proven and that one of the following penalties shall be applied with reference to the tariff reproduced below at (1)-(6) and in tables 1 to 4. The tables indicate the 'default' penalty for any offence. The 'moderated' penalty should only be used when the Review Panel considers that there is good reason not to award the 'default' penalty. The penalty awarded by the Review Panel in accordance with the tariff shall be binding upon the department. For all penalties a record must be entered on the student's file in the Registry:

- (1) That the candidate is to be formally reprimanded but that no further action is required;
- (2) That the candidate is to be formally reprimanded and that the mark obtained in the assessment(s) concerned is to be set at zero. Where the candidate is eligible to retake the assessment(s), s/he shall either be required to retake the assessment(s) at the next available opportunity, or at a time specified by the Panel, but the mark recorded will be 'capped' at the pass-mark;
- (3) That the candidate is to be formally reprimanded and that zero is to be recorded for the performance of the candidate in all the written examinations and other assessments s/he sat in the year the offence occurred; and
- (4) For non-final year students - That the candidate is to be formally reprimanded, that zero is to be recorded for the performance of the candidate in all the written examinations and other assessments s/he sat in the year the offence occurred, and that the candidate is not to be permitted to re-enter for any assessments before the expiry of a stated period of time, not exceeding 2 years;
- (5) For final year students - That the candidate is to be formally reprimanded, that zero is to be recorded for the performance of the candidate in all the written examinations and other assessments s/he sat in the year the offence occurred, and that the candidate is to be permitted to re-enter for those assessments on the next normal occasion but that no degree/diploma/certificate is to be awarded to the candidate before the expiry of a stated period, not exceeding two years following satisfactory completion of the conditions for the award;
- (6) That the candidate is to be formally reprimanded and is to be excluded from any future assessments administered under the College's jurisdiction.

NB Tables to 1-4 below should be read in conjunction with paragraph 15.c. of the Procedures/ paragraph 3. c. of this Annex.

Table 1:

YEAR ONE	INTENT TO DECEIVE	INTENT TO DECEIVE	POOR ACADEMIC PRACTICE	POOR ACADEMIC PRACTICE
	FIRST OFFENCE	REPEATED OFFENCE	FIRST OFFENCE	REPEATED OFFENCE
DEFAULT	(3)	(4)	(2)	(2)
MODERATED	(2)	(3)	(1)	(2)

Table 2:

YEAR TWO	INTENT TO DECEIVE	INTENT TO DECEIVE	POOR ACADEMIC PRACTICE	POOR ACADEMIC PRACTICE
	FIRST OFFENCE	REPEATED OFFENCE	FIRST OFFENCE	REPEATED OFFENCE
DEFAULT	(3)	(6)	(2)	(3)
MODERATED	(3)	(4)	(2)	(3)

Table 3:

ALL OTHER YEARS	INTENT TO DECEIVE	INTENT TO DECEIVE	POOR ACADEMIC PRACTICE	POOR ACADEMIC PRACTICE
	FIRST OFFENCE	REPEATED OFFENCE	FIRST OFFENCE	REPEATED OFFENCE
DEFAULT	(6)	(6)	(3)	(5)*
MODERATED	(5)*	(6)	(3)	(5)*

* for non-finalists in years three and above, this should be read as "(4)"

Table 4:

PGT	INTENT TO DECEIVE	INTENT TO DECEIVE	POOR ACADEMIC PRACTICE	POOR ACADEMIC PRACTICE
	FIRST OFFENCE	REPEATED OFFENCE	FIRST OFFENCE	REPEATED OFFENCE
DEFAULT	(6)	(6)	(3)	(5)
MODERATED	(3)	(6)	(2)	(5)

4. Findings and any penalties imposed by the Review Panel, including where the decision is that no offence has been committed, shall be sent to the student, his/her Head(s) of Department and any other persons in the case as soon as possible after a decision has been reached, and normally not more than 5 working days.

PENALTIES FOR EXAMINATION OFFENCES

5. In deciding upon an examination offence, the Review Panel can decide as follows.
- a. That the allegation is not proven and that no further action is required; or

b. That the allegation is proven and that one of the following penalties shall be applied with reference to the tariff reproduced below at (1)-(3) and in table 6. For all penalties a record must be entered on the student's file in the Registry:

- (1) That the candidate is to be formally reprimanded but that no further action is required;
- (2) That the candidate is to be formally reprimanded and that zero is to be recorded for the performance of the candidate in all written examinations s/he sat in the year the offence occurred;
- (3) That the candidate is to be formally reprimanded and that the candidate is to be excluded from any future assessments administered under the College's jurisdiction.

NB Table 6 below should be read in conjunction with paragraph 59.b. of the Procedures/ paragraph 5.b. of this Annex.

Table 6:

ALL YEARS INCLUDING PGT	INTENT TO DECEIVE	INTENT TO DECEIVE	NO INTENT TO DECEIVE	NO INTENT TO DECEIVE
	FIRST OFFENCE	REPEATED OFFENCE	FIRST OFFENCE	REPEATED OFFENCE
CHEATING - DEFAULT	(3)	(3)	(1)	(3)
CHEATING – MODERATED	(2)	(3)	(1)	(2)
IMPERSONATION	(3)	(3)	-	-

6. Findings and orders of the Review Panel, including where the decision is that no offence has been committed, shall be sent to the student, his/her Head(s) of Department and any other persons in the case as soon as possible after a decision has been reached, and normally not more than 5 working days.

MONITORING

7. A monitoring report on the operation of the above procedures will be made to Senate by the Academic Registrar in the Autumn Term annually.

Annex 2

REPORT OF A BREACH OF EXAMINATION REGULATIONS

Parts I and II of this report are to be completed by the investigating officer in the event of an allegation of a breach of the Examination Offences Policy being made against a student.

At the end of the procedure, a copy of all parts of this Report (excluding the accompanying documentation unless an appeal is being made) are to be forwarded to the Academic Registrar and relevant Head (s) of Department and, if the student has been found guilty of the offence, recorded on his/her file in the Registry.

PART I

1. NAME OF STUDENT

2. PROGRAMME ON WHICH STUDENT IS REGISTERED

3. YEAR OF REGISTRATION

4. COURSE/COMPONENT OF PROGRAMME OR NAME OF PAPER IN WHICH THE BREACH OF THE EXAMINATION REGULATIONS IS ALLEGED TO HAVE OCCURRED

5. CHAIR OF BOARD OF EXAMINERS RESPONSIBLE FOR THE PROGRAMME

If more than one Board of Examiners is involved (e.g. on a combined studies programme) please indicate this.

6. STATEMENT OF THE ALLEGED BREACH OF THE EXAMINATION REGULATIONS

Please provide a brief factual summary of the breach that is alleged to have occurred and when the breach is alleged to have occurred.

7. WHERE THE ALLEGATION INVOLVES PLAGIARISM, PLEASE PROVIDE AN ESTIMATE OF THE EXTENT TO WHICH THE ASSESSMENT(S) IN QUESTION IS/ARE ALLEGED TO HAVE BEEN PLAGIARISED (e.g. 50%, 90% etc.)

8. DOCUMENTATION

Please indicate below the documentary evidence to be considered in support of the allegation e.g. the assessment in question or other material, notes or items relating to the allegation; notes of any interview held with the student about the alleged breach; and a copy of any statements already made. Where the allegation involves plagiarism, extract of original texts, underlined to indicate the extent of the plagiarism, should also be provided.

Signed

(Investigating Officer – title)

Date:

PART II – EFFECT ON STUDENT’S ACADEMIC PROGRESSION

(The information below should not be circulated to the student(s)).

PLEASE PROVIDE THE FOLLOWING INFORMATION, WHICH WILL BE USED BY THE REVIEW PANEL TO ORDER PUNISHMENTS IF AN OFFENCE IS ESTABLISHED OR ADMITTED.

1. The relation of the assessment in question to the structure of the degree/diploma/certificate for which the student is entering:

2. The effect in regard of the student’s academic progression/Scheme of Award that withholding the result of the assessment would have (e.g. whether it is a compulsory assessment or could be discounted when the award of the qualification is being considered):

3. The effect in regard to the student’s progression/Scheme of Award that failure of the assessment in question would have on a student in normal circumstances:

4. The arrangement for re-entry to the examination(s) in question:

5. Has the student been found to have committed any breach of the examination offences policy in the past?

If yes, please give details

Signed

(Investigating Officer - title)

Date:

PART III – STUDENT ALLEGATION FORM

Sections 1-5 shall be completed by the investigating officer:

1. NAME OF STUDENT

2. PROGRAMME ON WHICH STUDENT IS REGISTERED

3. YEAR OF REGISTRATION

4. COURSE/COMPONENT OF PROGRAMME OR NAME OF PAPER IN WHICH THE BREACH OF THE EXAMINATION REGULATIONS IS ALLEGED TO HAVE OCCURRED

5. OFFICIAL STATEMENT OF THE ALLEGED BREACH OF THE EXAMINATION REGULATIONS

The following shall be completed by the Student:

(Please tick the relevant boxes below and sign and date the form)

I admit to the allegation set out on this form. A Review Panel will be convened and will consider what outcome, if any, should be made thereon.

I wish to submit a written explanation including (except in the case of plagiarism) a statement of mitigation (attached).

I do *not* admit to the allegation set out on this form. A Review Panel will be convened and will consider the allegation and what outcome, if any, should be made thereon.

I wish to submit a written explanation (attached).

Signed

(Student)

Date:

Please note that help and advice is available from College Tutors and from the Student Information and Advice Centre (advice@imperial.ac.uk)

PART IV – REPORT OF THE REVIEW PANEL/ APPEALS PANEL

Date of Review Panel/Appeals Panel Meeting (delete as appropriate):

Panel Members (if Appeals Panel Meeting):

Student:

Name of friend [if in attendance]:

Did the student admit to the allegation (as set out in Part III of this Report)?

Statement in Explanation (Please list any facts or other explanation given by the student in response to the allegation):

Other factors/issues raised during the course of the hearing:

Signed

(Secretary of the Panel)

Date:

Please note that help and advice is available from College Tutors and from the Student Information and Advice Centre (advice@imperial.ac.uk)

PART V – DECISIONS OF THE REVIEW PANEL/APPEALS PANEL

Decision of the Review Panel/ Appeals Panel *(Please tick the appropriate box and delete as applicable)*

- Grounds for Allegation / Appeal established
- Grounds for Allegation / Appeal not established

Reason(s) for the Decision

Penalty(s)

Reason(s) for the Penalties

Signed

Chair of Panel

Date: