

Other leaflets in this series:

Academic:

I disagree with my marks
I hate my course

Housing:

Do I need to pay council tax?
How can I save money on my fuel bills?
How can I get my deposit back?
I want to get out of my tenancy agreement
My house is a dump

Money:

Can I get help with health costs?
Do I have to pay tax and national insurance?
Help I'm skint
How can I fund my course?
I'm really bad with money
My boss owes me money

General:

How do I complain about the University?
I've got a University disciplinary hearing

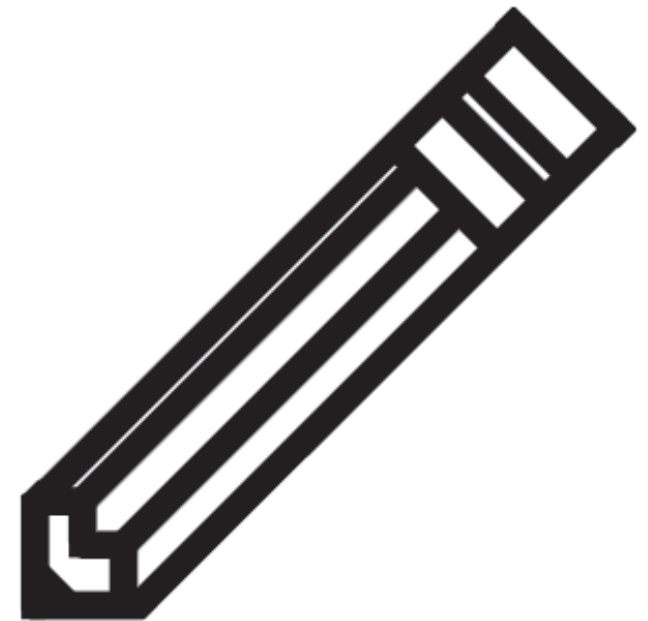
I've been accused of plagiarism. Help!

Advice & Representation Centre
1st Floor, Falmer House, Brighton, BN1 9QF
Tel: 01273 877038 Fax: 01273 873501
Email: advice@ussu.sussex.ac.uk
Web: www.sussexstudent.com/advice



Advice & Representation

www.sussexstudent.com/advice



Plagiarism is when you use other people's work and fail to mention you have done so by clearly referencing the sources you used. Cheating in exams, paying someone to write an assignment for you, making up results or research findings and working together with someone on an assignment (unless specified) are all forms of **academic misconduct** which could have a negative impact on you if caught.

A piece of work which is found to have any of the above misconduct will be passed to an investigating officer who will determine its severity. Minor misconduct is when a small amount of academic misconduct is found in a piece of work, whereas major misconduct is when a significant proportion of the work has breached the rules.

Procedure for first case of plagiarism:

If it is the first time you've been accused of plagiarism, you will be sent on an Academic Practice Workshop. Your work will be marked with the plagiarism taken into account - i.e. only the non-plagiarised proportion of your work will be marked.

Please note that if plagiarism is alleged in final year work, postgraduate dissertations/projects, work submitted and marked after the end of the summer term, or if you are accused of a form of academic misconduct other than plagiarism (e.g. collusion), the University will use the following procedure:

Procedure for minor misconduct (other than a first case of plagiarism):

You will be interviewed by the relevant Head of School about the allegation made against you. The case will either be dismissed or a penalty may be applied (this will vary depending on the severity of the misconduct).

Procedure for major misconduct (other than a first case of plagiarism):

A misconduct hearing will be arranged for major cases of misconduct. You will be informed in writing about the date and purpose of the hearing at least **5 days prior** to the actual hearing itself. Attending the hearing is optional and you can provide a written statement if you prefer. You will be asked **48 hours** in advance of the hearing whether you'll be attending or not.

Procedure at a misconduct hearing:

At a hearing you will have the opportunity to admit or deny the allegation made against you and present evidence to support your case. Please note, you have the right to be accompanied to the hearing by a member of faculty or Students' Union Advice & Representation team. The panel will then make their judgment based on the presented evidence.

If you are found guilty and feel the decision made is unfair, don't panic! You may have grounds to appeal the decision (please contact the Advice & Representation Centre for details of this process).

Talk to someone:

To see a Students' Union adviser contact the Advice & Representation Centre to make an appointment- details overleaf.

Students' Union Education Officer
Tel: 01273 873324
Email: education@ussu.sussex.ac.uk

Websites:

Academic Misconduct procedure on the University's website at www.sussex.ac.uk/governance/1-4-1-4.html

Advice & Representation Centre www.sussexstudent.com/advice