**Plagiarism Referral Form – Instructions for Staff Referring a Case**

**Please read these instructions carefully before submitting a case to the Student Conduct Team – this will save time by preventing cases being returned to you.**

***Completing the form***

* Please fill in ALL fields
* Clearly show (a) the name of the course (not programme) (b) how many credits the course to which the assignment contributes is worth and (c) what percentage weighting of the course assessment the assignment constitutes.
* Avoid speculation about the student’s intention, or about whether you believe the case is established – simply state facts.
* The student will receive this form together with the other documentation so do not offer judgement or refer to any other student (unless the case itself relates to copying another student’s work).

***What to submit to the Student Conduct Team***

* A marked-up copy of the assignment being referred showing the allegedly plagiarised sections **OR** a Turnitin report, if available
* The original assignment with its reference list, if the reference list is not shown in the Turnitin report (we need to check whether sources used are included by the student)
* The source material marked up and clearly cross-referred to the marked-up assignment/Turnitin report. A list of weblinks is not sufficient
* Any other relevant material (e.g. communication from the student relating to the assignment – for example, extension requests, mitigating circumstances or communication about their Turnitin score)

**Note that the Turnitin report is not sufficient by itself** – we must receive the marked-up source material. We will not be able to proceed to interview without this.

***If you have a Turnitin report***

Number each source document to correspond with the Turnitin results and highlight the plagiarised text in each source document. If more than one passage is taken from a source, please number the passages and cross-refer to the Turnitin report.

***If you don’t have a Turnitin report***

1. Highlight or underline each plagiarised section in the assignment and number it in the margin, then highlight or underline the corresponding text in the original source and mark it with the same number as in the assignment.
2. If there is more than one source copied from, please number each source and indicate the source number in the margin of the assignment, next to the numbered paragraph(s).
3. Write any relevant notes in the margin.

For an example of this style of marking up, please see the example [here](https://www.gla.ac.uk/myglasgow/apg/studentcodes/plagiarism/exemplar).

***Please note the following:***

* The whole assignment must be marked up. While marking up a few pages may be sufficient in order to establish plagiarism has taken place, penalties vary according to the extent of the plagiarism in the assignment.
* Please do not include markers’ comments or mark up using the ‘comments’ facility in Word. This can be very difficult to follow if there is extensive plagiarism.

When you have the documentation ready, please send by email to student-conduct@glasgow.ac.uk.

**Student Conduct**

**Plagiarism Referral Form**

|  |  |
| --- | --- |
| Student’s Name |  |
| Student ID Number |  |
| School/Subject area |  |
| Level of Study/Assessment Type (tick one box from each column) | UG (Hons) | [ ]  | Exam | [ ]  |
| UG (Non Hons) | [ ]  | Assignment | [ ]  |
| PG | [ ]  |  |  |
| Course and credits | Course title .................................................Course credits ............................................ |
| Weighting of referred work (e.g. 50% of course assessment) | ….......% |
| Are there any assessment regulations or requirements for this programme that differ from the generic regulations? | Yes (please detail) | [ ] ………………………. |
| No | [ ]  |
| Allegation | Plagiarism from published sources | [ ]  |
| Plagiarism from another student | [ ]  |
| Collusion | [ ]  |
| Other (please state) | [ ] ……………………… |
| Details of allegation | Please give as much detail as you can |
| Did the student complete or submit a Declaration of Originality with the work? | Hard copy (please provide) | [ ]  |
| Online as part of submission  | [ ]  |
| No | [ ]  |
| Is the work a resubmission or a resit?**Please answer both parts of this question.**Note that most Honours work cannot be resubmitted. | Yes | [ ]  |
| No | [ ]  |
| Would a further opportunity ordinarily be available to this student? |
| Yes | [ ]  |
| No | [ ]  |
| Are any special circumstances known (e.g. illness, bereavement, etc)? | Yes (provide details) | [ ] ………………………. |
| No | [ ]  ` |
| Has the student been interviewed previously at School level in relation to academic misconduct? | Yes (provide details) | [ ] ………………………. |
| No | [ ]  |
| What guidance is given to students about plagiarism? (attach if possible) |  |
| Has any action been taken beyond advising the student the case has been referred to Senate Office? | Yes (provide details) | [ ] ………………………. |
| No | [ ]  |
| List any staff who should receive a copy of the outcome, other than the Head of School, and the person submitting this report |  |
| Name of staff member submitting this form |  |
| Date |   |