Misconduct: Plagiarism Guide

What if I’m accused?

You’ll receive a letter outlining the allegation and the procedure that will be followed.

If you’re accused of minor plagiarism you’ll be invited to a departmental meeting, and offered the opportunity to accept a mark of zero for your work, or to challenge the allegation and have your case referred to an Examinations Misconduct Committee for full consideration.

If you’re accused of major plagiarism, your case will be automatically referred to an Examinations Misconduct Committee.

At the committee you will have the opportunity to hear more about the problems identified in your work, and explain how they may have occurred. The panel will make a decision as to whether the charge against you is upheld, and apply penalties if appropriate.

Who can help me?

If you’re accused of misconduct, it’s really important that you seek advice and support from the Advice Service. Visit kclsu.org/advice to get in touch with us.

Our friendly caseworkers will ensure you understand the procedure and what to expect from your committee. We can:

- Assist you in putting together a written statement by advising on what to include and checking drafts before you submit
- Advise on what supporting documentation to provide
- Spend time with you before your committee to ensure you are well prepared and able to answer any questions you may be asked
- Accompany you to your committee. You are encouraged to present your own case, but we can keep you on track, offer clarification on aspects of the procedure, and provide you with moral support throughout the hearing
- Discuss your outcome and explain any consequences. If you wish to appeal the outcome then we can also assist you with this

What are the outcomes?

It’s really difficult to advise students what outcome they might receive as every case is very different. Penalties available to the committee include:
• an admonishment;
• assignment of the minimum pass mark to your work;
• cancellation of the results in your work and a mark of zero returned;
• cancellation of the results, a mark of zero returned and marks resulting from a re-sit capped at the condoned fail level;
• cancellation of the results, a mark of zero returned and the right to re-sit withdrawn, but the chance to have one attempt at an alternative module permitted;
• your right to re-register for the work withdrawn;
• your results for any/all of examinations in a year not to be considered for a specified period of up to one calendar year;
• your right to an exit award withdrawn;
• recommendation that your award be revoked;
• expulsion from the College.

Contact us

Get in touch with us if you want to talk through the information in this guide. Email the Advice team directly on advice@kclsu.org or call 020 7848 1588 to speak to the Student Centre, who will pass on your call to us. You can also make an appointment to see us at kclsu.org/advice.