

# THE UNIVERSITY OF LEEDS

## GRADUATE BOARD

Procedures for investigating plagiarism in University assessments by Postgraduate Researchers (PGRs) (with effect from 01 April 2017)

The Procedure applies to the research elements of all postgraduate research degree programmes of the University, including the transfer assessment, thesis submission, work submitted as part of the Unsatisfactory Academic Progress Procedure (UAPP) and work submitted for an Annual Progress review.

### Thesis, Transfer report, Annual Progress review submission or UAPP

Where plagiarism is suspected in a transfer report, Annual Progress review submission or in a UAPP submission the case will first be investigated by the School/Faculty Graduate School. Where plagiarism is suspected in a thesis submission the case will first be investigated by Graduate Board.

The Committee on Applications will hear cases (after investigation at School/Faculty/Graduate Board level):

- where the central accusation is denied by the PGR
- where the offence merits a penalty outside the Faculty/School's remit
- where it is a second offence
- where the offence is egregious or aggravated<sup>1</sup>
- where it relates to the thesis submission

The oral examination/academic assessment of the work will be postponed pending the outcome of the plagiarism investigation. No award of the University may be made until the case is resolved. A PGR cannot have a degree conferred or an award presented while any such allegation against him/her remains unresolved.

The Secretariat is referred to below as 'the Office'.

PGRs may seek independent advice and support from the LUU Student Advice Centre [advice@luu.leeds.ac.uk](mailto:advice@luu.leeds.ac.uk)

The standard Declarations of Academic Integrity are given in Annex 2.

### Taught elements of research degrees

Work submitted for the taught elements of research degrees are covered by the separate Cheating, Plagiarism, Fraudulent or Fabricated Coursework and Malpractice in University Examinations and Assessments.<sup>2</sup>

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<sup>1</sup> *Work or part thereof that is stolen, obtained by deceit or fraud, bought (especially from a commercial source), or commissioned from a third party or where the content has been manipulated to avoid detection.*

<sup>2</sup> [http://ses.leeds.ac.uk/info/22169/assessment-related\\_policies](http://ses.leeds.ac.uk/info/22169/assessment-related_policies)

## 1.1 Definition

Plagiarism is defined as presenting someone else's work, in whole or in part, as your own. Work means any intellectual output, and typically includes text, data, images, sound or performance.<sup>3</sup>

## 2.1 Penalties

Graduate Board has approved a range of penalties for PGRs who have plagiarised in a University Assessment (see Annex 1).

The Committee on Applications will hear cases (after investigation at School/Faculty/Graduate Board level):

- where the central accusation is denied by the PGR
- where the offence merits a penalty outside the School's remit
- where it is a second offence
- where the offence is egregious or aggravated<sup>4</sup>
- where it relates to the thesis submission

The normal penalty for a second, egregious or aggravated offence, or an offence in the thesis submission, is permanent exclusion from the University. Only in the event of substantial mitigation would a lesser penalty be considered.

Faculties and Schools are responsible for other cases and may issue Warnings or apply penalties short of exclusion, either temporary or permanent. All cases dealt with at Faculty Graduate School or School level must be reported to PGR & Operations.

The range and details of the penalties are given in Annex 1. When plagiarism is detected or suspected the University reserves the right to scrutinise and take action in respect of other work submitted by the PGR even if this has already been assessed and the marks published.

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<sup>3</sup> Schools or Faculties wishing to adopt alternative definitions (which may extend beyond but must encompass the key points and wording of the University's definitions) should submit their wording to the Office for approval by Graduate Board. Otherwise the University's definitions will apply.

<sup>4</sup> Work or part thereof that is stolen, obtained by deceit or fraud, bought (especially from a commercial source), or commissioned from a third party or where the content has been manipulated to avoid detection.

## 2.2 Procedure for investigation at School/Faculty/Graduate Board level

2.2.1 Where a PGR is suspected of plagiarism in a transfer report, Annual Progress review or in a UAPP submission:

- The School/Faculty Graduate School will establish if there have been any other offences in order to determine whether the allegation under investigation would constitute a first offence.
- If appropriate, the School/Faculty Graduate School will determine whether any further currently or previously submitted work by the PGR is subject to plagiarism<sup>5</sup>.

2.2.2 Where plagiarism is suspected in a thesis submission the matter must be reported to the Senior Administrative Officer in Postgraduate Research and Operations<sup>6</sup>. The University will:

- Establish if there have been any other offences in order to determine whether the allegation under investigation would constitute a first offence.
- Ask that action be taken on behalf Graduate Board<sup>7</sup> to appoint one of its members to undertake preliminary screening of the allegation and to report within a period of two weeks on whether the allegations merit further consideration;
- Inform the individual against whom the allegation has been made and to indicate that one of the members of the Graduate Board has been asked to advise on whether the allegations merit further investigation;
- If the member of the Board undertaking the preliminary screening advises that further investigation of the allegations is required, ask the Graduate Board to appoint a Panel consisting of three members of the Board or of the Groups of the Board, plus academic representative(s) from the School, to undertake an investigation.
- If the member of the Board undertaking the preliminary screening advises that no further investigation of the allegations is required the case will then be at an end and work will be assessed in accordance with normal arrangements.

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<sup>5</sup> This could include work for assessed taught modules which form part of the programme of study.

<sup>6</sup> Which should include full details of the allegation, a copy of the thesis marked-up together with other evidence (e.g. copies of plagiarised sources etc).

<sup>7</sup> In practice this action will normally be taken by the Deputy Vice-Chancellor for Research and Innovation, acting on behalf of the Graduate Board.

## 2.3 Graduate Board/Faculty/School Investigation Meeting

2.3.1 The University/Faculty/School will assemble the case and will give the PGR not less than 3 working days' notice in writing:

- of the allegation(s)
- of the details of all the piece(s) of work that will be discussed
- a copy of the work marked-up together with the evidence which the PGR will retain after the meeting
- of the date of the Graduate Board/School/Faculty investigation meeting (see below).

2.3.2 (a) The Faculty/School meeting will:

- normally comprise the Head of School or nominee and at least two other members of School staff, including the supervisor(s);
- be minuted by a member of the Faculty Graduate School/School attending the meeting or by another member of staff;
- address all the allegations faced by the PGR;
- permit the PGR an opportunity to justify the work and to offer any mitigation;
- permit the PGR to be accompanied by a supporter under the terms of 4.1(ii)

2.3.2 (b) The Graduate Board Panel meeting will:

- normally comprise a Panel of three members including at least one member of the Board or of the Groups of the Board (one of whom will act as Chair of the Panel) plus academic representative(s) from the PGR's School;
- be minuted by a member of administrative staff attending the meeting;
- address all the allegations faced by the PGR;
- permit the PGR an opportunity to justify the work and to offer any mitigation;
- permit the PGR to be accompanied by a supporter under the terms of 4.1(ii)
- if necessary and appropriate, elect to hear separately from other interested parties for example the Supervisor(s), Postgraduate Research Tutor or other appropriate personnel.

Where the PGR is absent from the meeting<sup>8</sup> without good cause (c.f. acceptable absence from a University Examination) he/she will be presumed to have admitted the allegations and will therefore forfeit the right to appeal. The School/Graduate Board will progress the case as an admitted offence.

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<sup>8</sup> Alternative arrangements may be considered on a case by case basis for candidates no longer resident in the UK

### 2.3.3 Where the PGR admits the allegation(s):

The Graduate Board Panel/Faculty/School will decide whether it is necessary, bearing in mind the offence itself, to forward the case to the Committee for final determination and the imposition of a penalty. The range and details of the penalties are given in *Annex1*.

***Penalty imposed at Faculty/School level where:***

- it relates to a transfer report, end of year review or UAPP; and
- it is a first offence; and
- it is not an aggravated offence.

Where it is decided by the Faculty/School to address the case at Faculty/School level, the Faculty/School should decide upon the penalty, inform the PGR and report the case and penalty to the Office and to PGR & Operations<sup>9</sup>. A copy of the minutes of the meeting, including the Panel's findings, conclusions and determination, together with a letter giving the penalty should be sent to the PGR no later than 14 working days after the meeting and simultaneously be copied both to PGR & Operations and to the Office.

**Refer to Committee on Applications where:**

- the offence merits a penalty outside the School's remit; or
- it is a second offence; or
- the offence is egregious or aggravated; or
- it relates to the thesis submission.

Where it is decided by the Graduate Board/Faculty/School that the case should come to the Committee on Applications, a penalty may be proposed and the PGR may be informed of the proposed penalty if the Graduate Board/Faculty/School wishes. The case will proceed under 2.3.5.

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<sup>9</sup> All cases resolved at School or Faculty level will be entered into the student's record and notified to the Office.

#### 2.3.4 Where the PGR denies the allegation(s):

After the PGR has withdrawn from the meeting, the School/Faculty/Graduate Board Panel meeting will determine whether or not the PGR has plagiarised. The meeting will record the reasons and its findings as the conclusion of the minutes in 2.3.2 above.

***Not Guilty of the offence:***

If the meeting finds that plagiarism has not occurred, then the Graduate Board Panel/Faculty/School will, within 14 working days after the meeting (see 6, Timescales), write to the PGR accordingly. The case will then be at an end and no records will be retained. The work will be assessed in accordance with normal arrangements and without penalty.

***Denied allegation(s) but Graduate Board/Faculty/School Panel considers the PGR is guilty of the offence:***

If the meeting considers the PGR guilty, the case must come to the Committee on Applications. A penalty may be proposed (see Annex 1). This recommended penalty alone will form a separate sheet of the minutes and will not be made known to the PGR. The case will proceed under 2.3.5.

#### 2.3.5 Forwarding the Case to the Committee

Where the case is to be forwarded to the Committee under 2.3.3 or 2.3.4 the Graduate Board Panel/Faculty/School shall, within 14 working days of the meeting send to:

- (a) the PGR (with a copy to PGR & Operations)<sup>10</sup>:
  - (i) a letter informing him/her that the case is being sent to the Committee;
  - (ii) a copy of the minutes including the Panel's reasons, findings and conclusions;

In these circumstances the PGR's attention is drawn to Section 3.

- (b) the Office (Secretariat):

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<sup>10</sup> Where the case is to be forwarded to the Committee following a Faculty/School investigation a copy of the above documents should also be simultaneously copied to PGR & Operations.

- (i) a completed pro forma<sup>11</sup>;
- (ii) a copy of the letter inviting the PGR to the meeting;
- (iii) the documentation referred to in paragraph 2.3.1 (as provided to the PGR);
- (iv) a copy of the letter informing the PGR the case is being sent to the Committee;
- (v) the minutes of the Graduate Board Panel/Faculty/School meeting (as provided to the PGR – see above 2.3.5(a)) and copies of all additional correspondence;
- (vi) copies of the relevant handbooks and any relevant published information, including the Faculty protocol for implementation of the code of practice for research degree candidatures etc;
- (vii) where applicable, a separate sheet (see 2.3.4) giving the Graduate Board Panel/Faculty/School's recommended penalty.

### **3. THE PGR'S RESPONSE TO THE ALLEGATION**

3.1 When the Graduate Board Panel/Faculty/School notifies the PGR that the case is to be sent to the Committee, the PGR should be aware that he/she may be required to appear before the Committee on Applications<sup>12</sup> (see 4).

3.2 Within 14 days of the date of the letter notifying the PGR that the case is being sent to the Committee the PGR shall send to the Office:

- confirmation as to whether the allegation is admitted or denied;
- any statement in defence of his/her innocence or in mitigation; *NB. The PGR must ensure that no evidence or information is held over in the expectation that it can be presented later. If it is and it is judged that it could reasonably have been brought forward, it will be discounted. Where the statement is received after the deadline it will be accepted only at the discretion of the Committee.*
- an address to which all correspondence concerning the allegation can be sent (see 8).

### **4. THE COMMITTEE ON APPLICATIONS**

The case will be heard and determined on behalf of the Senate by the Committee on Applications in accordance with the procedures set out in the procedures covering Cheating, plagiarism, fraudulent or fabricated coursework and malpractice in University examinations and assessments available at: [http://www.leeds.ac.uk/secretariat/student\\_cases.html](http://www.leeds.ac.uk/secretariat/student_cases.html), a summary of which is provided below.

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<sup>11</sup> See Annex 3

<sup>12</sup> A schedule of Committee meetings is published on the web site and the student must ensure that he/she is available to attend a hearing on those dates. The date of the hearing will be determined by the volume of business. Where possible the Office will give two weeks' notice.

The Committee hears cases in good faith and will accept statements and answers accordingly. However, the Committee will not ignore abuses of its trust or deceptions and reserves the right to take further or separate action where such abuses are found to have been perpetrated.

### The Hearing

The Committee will determine the cases and, as appropriate, impose penalties.

4.1 The Committee may proceed as it determines subject to the following:

- (i) the PGR must be heard in person: if the PGR does not attend without good cause ('good cause' being interpreted as it is under the Examination Regulations) the case will be heard and determined in his or her absence. In these circumstances the PGR's right of appeal to the Dean of PGR Studies is forfeit;
- (ii) the PGR may be accompanied by a single supporter of his or her choice who may or may not be a member of the University (but that supporter cannot represent the PGR and cannot appear if the PGR is not present in person) also see paragraph 6.3;
- (iii) the PGR may put his or her case and the Committee will require the PGR to answer questions;
- (iv) the papers for the case that are available to the Committee shall be available to the PGR, except, where the PGR denies the allegation, the recommended penalty from the Faculty/School School (see 2.3.4);
- (v) the PGR and the Faculty/School representative shall appear separately before the Committee;
- (vi) the Committee will not permit plea bargaining or discussion of any penalty with anyone who is not a member of the Committee;
- (vii) all hearings shall be in private and shall remain confidential;
- (viii) the Committee shall give its findings at the earliest opportunity (see 4.3);

4.2 The Committee may elect to hear the Head of School concerned, or his/her nominee.

4.3 Where the PGR is found guilty the Committee will decide the penalty. The decision and notification of any penalty will be sent to the PGR not later than 7 working days after the determination has been made. Where the PGR has denied the allegation(s), and has been found guilty this will be issued similarly and in addition a reasoned judgement, if issued separately, within 28 days thereafter.

## **5. APPEALS**

5.1 A PGR may appeal to the Committee (except either as provided in 2.3.2 or where a Written Warning has been issued) from a penalty imposed by the Faculty/School. Such appeals must be made in writing to the Office not later than 14 days after the School's



decision has been issued (see 2.3.3). The PGR will not appear before the Committee unless the Committee so decides and the Committee's decision will be final. Action taken by the Committee will follow that given in 5.3(i) to (iii).

5.2 The PGR may appeal to the Dean of Postgraduate Research Studies (except as provided in paragraph 4.1(i)) from either the findings of, or the penalty imposed by the Committee. Such appeals must be made in writing to the Office not later than 28 days after the date of the Committee's decision being issued or, if issued separately, the reasons (see 4.3).

5.3 Having considered the appeal, the Dean of PGR Studies (or his/her nominee) may

(i) confirm the findings and the penalty in all respects; (ii) change, revise, or vary the penalty in accordance with the decision on the appeal; (iii) uphold the appeal, remove the penalties and quash the findings of the Committee on Applications.

The decision of the Dean of PGR Studies (or his/her nominee) will be given as soon as possible but not later than 3 months after the submission of the appeal.

## **6. GENERAL**

### **6.1 Results, Transcripts and Awards**

A PGR cannot have a degree conferred or an award presented while an allegation(s) remains unresolved. The PGR's name will not appear on Pass Lists or degree ceremony lists and publications while an allegation is under consideration.

No statement, certification or academic transcript will be issued until all allegations brought under this procedure are resolved and discharged to the satisfaction of the Committee on Applications or the Chairman acting on its behalf.

### **6.2 Retaining Papers**

PGRs are responsible for retaining copies of their case papers, correspondence and other records. The University will not provide additional copies or replacements of documents to PGRs or their supporters.

### **6.3 Supporter<sup>13</sup>**

It is the responsibility of the PGR to invite the supporter to attend any hearing and notify the supporter of the time and place of the hearing. The PGR is responsible for providing

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<sup>13</sup> This applies both at School and at Committee level. A supporter can be anyone of the student's choosing (e.g. family member, friend, fellow student (although he/she cannot have any involvement in the allegation), LUU Adviser) but the supporter can neither represent the student nor attend if the student is not present.

any documentation they wish their supporter to receive. The PGR is responsible for the conduct of their supporter at the hearing.

#### 6.4 Correspondence

The PGR will respond to the accusation and address all correspondence and any subsequent appeal personally and cannot delegate these responsibilities to a third party<sup>14</sup>. This does not affect the PGR's right to a supporter. No substantive correspondence or discussions will be entered into by the University or the Office with a third party including the supporter. Correspondence or other communications from third parties will not receive a substantive response. All substantive correspondence will be addressed directly to the PGR personally and will not be copied by the Office to a third party or to the supporter.

#### 6.5 Committee Membership

The PGR shall be entitled to object to any member of the Committee on Applications. The PGR shall support the objection with reasons. The objection and the reasons shall be considered by the Chairman of the Committee whose decision will be final. If the objection is upheld by the Chairman the member shall withdraw for the case in question. The current membership of the Committee may be found on the web. The PGR must lodge any objection and reasons in writing to the Office not less than 7 working days before the Hearing.

#### 6.6 Revocation of Degrees

In the event of an allegation(s) being proved after a PGR has graduated, any degree or award of the University that is held by the PGR may be revoked by the Committee.

#### 6.7 Costs

Where School/Graduate Board Panel or the Committee on Applications finds the PGR innocent of the allegation(s) the PGR may apply to the Office for reimbursement of reasonable costs<sup>15</sup> incurred in the process of defending the allegation. Such costs will be restricted to out of pocket expenses incurred by the PGR alone and will not include any costs of the supporter, including legal, professional or other that the PGR has chosen to employ.

#### 6.8 Procedural Irregularity

If the PGR believes that a procedural irregularity has occurred at any point in the procedure as it has been applied to his/her case, this must be drawn to the attention of

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14 A third party includes friends, relatives, supporters or lawyer employed by the PGR

15 This will normally be restricted to 2nd Class rail fare in the UK and all receipts should be retained.

the Office immediately and by way of a separate letter or email headed 'Procedural Irregularity'. Notice of such irregularities embedded in the response or other correspondence or papers will not be accepted. In response the Office will either offer an explanation or appropriate action will be taken to mend the procedure. If the PGR remains dissatisfied with the explanation or the action taken the University Complaints Procedure will be invoked either by the PGR or, if the PGR so declines, by the Office in order to secure a resolution of the disputed explanation or action. Pending this resolution, the case will be halted.

If a procedural irregularity is raised at or immediately prior to the hearing it will be set aside by the Committee if it is judged that it could have been raised in time for appropriate corrective action to be taken.

## 7. Address Information

Unless the PGR notifies the Office otherwise, correspondence to the PGR will be sent to the University IT email address.

No change of address will be accepted unless a specific and separate request is made in writing directly by the PGR to the Office. Changes of address embedded in correspondence will not be accepted as notification of such a request. (A form is available on the web site [http://www.leeds.ac.uk/secretariat/student\\_cases.htm](http://www.leeds.ac.uk/secretariat/student_cases.htm).)

## 8. Advice, Contacting the Office and Receipts

8.1 The Office will be pleased to give procedural advice but will not comment on or offer advice upon any part of the case itself.

8.2 The Office cannot undertake to receive documents by hand. Papers for submission should be posted to arrive within the time limits.

8.3 When the University is closed and during public holidays and when staff of the Office are on leave the processing time in the Office will necessarily be extended.

### **Contact details are as follows:**

The Secretariat Level 11, E C Stoner Building, University of Leeds, Leeds LS2 9JT  
Tel: 0113 343 1276 Fax: 0113 343 3925 Email: [studentcases@leeds.ac.uk](mailto:studentcases@leeds.ac.uk) Web site  
[www.leeds.ac.uk/secretariat/student\\_cases.htm](http://www.leeds.ac.uk/secretariat/student_cases.htm)

PGR & Operations, Student Services Centre, University of Leeds, Leeds LS2 9JT  
Tel: 0113 343 7970 Email: [rp\\_examinations@adm.leeds.ac.uk](mailto:rp_examinations@adm.leeds.ac.uk)

9.4 Receipt of documents will be acknowledged. PGRs are recommended to use their University email account.

## Annex 1

### Plagiarism penalties for PGRs

A submission that is plagiarised in whole or in part will count as one of the attempts permitted under Ordinance X (and the associated Regulations and individual Programme of Study entry)<sup>16</sup>/Code of Practice for Research Degree Candidatures<sup>17</sup>, both of which only permit resubmission of the work on one occasion. No more attempts will be permitted than the Ordinance and Regulations/Code of Practice for Research Degree Candidatures provide for any other PGR.

A central record of the offence will be made to facilitate checks of first/second offence in the event of any allegation of plagiarism in a future submission.

#### **Range of penalties to be applied at School/Faculty Graduate School Level**

*Where it is determined that there is a MINOR offence of plagiarism (not egregious or aggravated) and it is a FIRST offence by the PGR*

| <b>On a first case of plagiarism on a first submission for transfer assessment:</b> |   |
|---|---|
| <b>Written Warning</b>  | The non-plagiarised work only will be assessed.<br>The transfer process will proceed to viva as a first attempt at assessment. The transfer panel will discount any part of the submission which has been found to be plagiarised and assess only the non-plagiarised work.<br>All options are open to the panel. The transfer panel may recommend deferral of the work in accordance with the number of attempts permitted under the Code of Practice.   |
| <b>Required to submit a revised report as a final attempt for assessment</b>        | If the transfer has not exceeded the maximum period allowable as set out in the individual Programme of Study entry, the PGR may be required to revise and resubmit their work <u>as a final attempt</u> at assessment <sup>18</sup> .<br>Following resubmission, the transfer panel may not recommend deferral of the work and a final decision on transfer must be made (either transfer to doctorate, transfer to MPhil (in the case of a PhD submission) or withdraw).<br>If the resubmitted work is identified as plagiarised it will first be investigated by the School/Faculty in accordance with normal procedure and, if confirmed, the case will be referred to the Committee on Applications as a second offence. |

<sup>16</sup> [http://ses.leeds.ac.uk/info/22168/student\\_support-related\\_policies/646/ordinances](http://ses.leeds.ac.uk/info/22168/student_support-related_policies/646/ordinances)

<sup>17</sup> [http://ses.leeds.ac.uk/info/22173/research\\_degree-related\\_policies/674/research\\_degree\\_candidatures\\_code\\_of\\_practice](http://ses.leeds.ac.uk/info/22173/research_degree-related_policies/674/research_degree_candidatures_code_of_practice)

<sup>18</sup> If the maximum period has been exceeded, permission must be sought from the Programmes of Study and Audit Group for a short extension to the deadline for submission.

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|---|--|
| <b>On a first case of plagiarism on a resubmission for transfer (following deferral):</b>               |  |
| <b>Written Warning</b>  | The non-plagiarised work only will be assessed.<br>The transfer process will proceed to viva as a final attempt at assessment.<br>The transfer panel will discount any part of the submission which has been found to be plagiarised and assess only the non-plagiarised work.<br>The transfer panel may not recommend deferral of the work and a final decision on transfer must be made (either transfer to doctorate, transfer to MPhil (in the case of a PhD submission) or withdraw). |
| <b>On a first case of plagiarism in work submitted for assessment as part of the UAPP<sup>19</sup>:</b> |  |
| <b>Written Warning</b>  | The non-plagiarised work only will be assessed.<br>The process will proceed to assessment under the UAPP procedures.<br>The sections which have been found to be plagiarised will be discounted only the non-plagiarised work will be assessed.<br>Any course of action as permitted under the UAPP procedure, including permanent withdrawal, may be recommended.   |
| <b>On a first case of plagiarism in work submitted for an Annual Progress Review (APR):</b>             |  |
| <b>Written Warning</b>  | The non-plagiarised work only will be assessed.<br>The process will proceed to assessment under the end of year process.<br>The sections which have been found to be plagiarised will be discounted only the non-plagiarised work will be assessed.<br>Any course of action as permitted under the APR process, including instigation of the UAPP, may be recommended.   |

**Range of penalties to be applied by the Committee on Applications:**

*Where it is determined that there is an EGREGIOUS or AGGRAVATED offence, where it is the SECOND offence, or where it relates to a THESIS SUBMISSION*

The normal penalty for a second, egregious or aggravated offence or plagiarism in the thesis submitted for examination will be permanent exclusion from the University. Only in the event of substantial mitigation would a lesser penalty be considered.

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| <b>Permanent exclusion from the University</b> | The PGR will be permanently excluded from the University with no award.<br>The findings may be conveyed to any relevant professional body, grant-awarding bodies, the editors of any journals which have published work by the person against whom the allegation has been upheld and to any individual who has received references from the University. In the event of an allegation(s) being proved after a PGR has graduated, any degree or award that is held by the PGR may be revoked. |
| <b>Penalties short of exclusion</b>            | Any penalty short of exclusion, with reference to the stage of the candidature and the number of attempts/time limits for submission as prescribed in Ordinance X and the Code of Practice for Research Degree Candidatures.  |

<sup>19</sup> [http://ses.leeds.ac.uk/downloads/download/134/unsatisfactory\\_academic\\_progress\\_procedure](http://ses.leeds.ac.uk/downloads/download/134/unsatisfactory_academic_progress_procedure)

## Standard declaration of academic integrity for Postgraduate Researchers

### Statement of Academic Integrity

I confirm that the submitted thesis is my own work, that I have not presented anyone else's work as my own and that full and appropriate acknowledgement has been given where reference has been made to the work of others.

I have read and understood the University's published rules on plagiarism as contained in the Postgraduate Researcher Handbook<sup>20</sup> and at [http://ses.leeds.ac.uk/info/22172/research\\_degrees/1030/regulations\\_codes\\_policies\\_and\\_procedures\\_for\\_postgraduate\\_researchers](http://ses.leeds.ac.uk/info/22172/research_degrees/1030/regulations_codes_policies_and_procedures_for_postgraduate_researchers) and also any rules specified at School or Faculty level.

I understand that if I commit plagiarism I can be expelled from the University and that it is my responsibility to be aware of the University's regulations on plagiarism and their importance.

I consent to the University making available to third parties (who may be based outside the European Economic Area) any of my work in any form for standards and monitoring purposes including verifying the absence of plagiarised material. I agree that third parties may retain copies of my work for these purposes on the understanding that the third party will not disclose my identity.

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<sup>20</sup> [http://students.leeds.ac.uk/info/10112/research\\_degrees/910/research\\_student\\_guidance](http://students.leeds.ac.uk/info/10112/research_degrees/910/research_student_guidance)

**Pro forma for forwarding cases of plagiarism by Postgraduate Researchers to the Committee on Applications**

**CANDIDATE DETAILS**

|              |  |         |  |
|--------------|--|---------|--|
| Name of PGR: |  | ID:     |  |
| School:      |  | Degree: |  |

**OFFENCE INVESTIGATED (where the case was investigated as a second offence)**

|  |                   |                 |                |                 |
|--|-------------------|-----------------|----------------|-----------------|
| Date allegation identified/reported                      |                   |                 |                |                 |
| Submission allegation relates to.                        | Thesis submission | Transfer Report | APR            | UAPP submission |
| First submission or resubmission                         | First submission  |                 | Resubmission   |                 |
| Submission deadline for work under investigation         |                   |                 |                |                 |
| First or second offence of plagiarism?                   | First offence     |                 | Second offence |                 |
| Brief summary of allegation of plagiarism:               |                   |                 |                |                 |
| Date of School/Faculty/Graduate Board Panel hearing:     |                   |                 |                |                 |
| Members of Panel (inc. admin staff in attendance):       |                   |                 |                |                 |
| Brief summary of reasons for referring case to Committee |                   |                 |                |                 |
| Any further information as necessary                     |                   |                 |                |                 |

**PREVIOUS OFFENCES (where the case was investigated as a second offence)**

|                          |  |
|--------------------------|--|
| Details of FIRST offence |  |
|--------------------------|--|

**ENCLOSURES (please tick to confirm attached)**

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| PGR's submission together with the signed academic integrity form  |  |
| Marked-up evidence (e.g. PGR's submission, Turnitin report, plagiarised sources)   |  |
| A copy of the letter inviting the PGR to the Graduate Board/Faculty/School meeting   |  |
| Minutes of the Graduate Board/Faculty/School Panel meeting   |  |
| Copies of any relevant documentation/written responses considered by the Panel   |  |
| A copy of the letter informing the PGR the case is being sent to the Committee   |  |
| Copies of any relevant handbooks/relevant published information, including the Faculty protocol for implementation of the code of practice |  |
| Where applicable, a separate sheet giving the Graduate Board Panel/Faculty/School's recommended penalty.                                   |  |
| Where applicable, a copy of the minutes relating to any first/earlier offence  |  |
| Where applicable, a copy of any PDR/GRAD meeting records/letters relating to earlier cases of plagiarism in drafts of work                 |  |

**SIGNATURE**

|                |  |
|----------------|--|
| Chair of Panel |  |
| Date           |  |