

University of Wales Trinity Saint David

UNFAIR PRACTICE GUIDELINES

Unfair practice can take many forms of which plagiarism is one. If the finding of an Unfair Practice Investigation Panel or of a Panel of Inquiry is that an allegation has been substantiated, then the members of the Panel shall make a definitive statement on the extent or level of unfair practice, taking into account the information from the Unfair Practice Investigation Form (Appendix GA6) and any subsequent evidence from the Unfair Practice Investigation Panel or Panel of Inquiry. The Panel should bear in mind that the raw similarity index produced by Turnitin may not indicate the quantity of actual unfair practice since properly quoted and referenced material could be included within the score.

1. Level of student

Level 3	50 points
Level 4	70 points
Level 5	115 points
Level 6	140 points
Level 7	175 points

2. History of unfair practice

Second offence	50 points
Third offence	150 points

*For second and third offences – if previous offences were at least “moderate” (for extent) **and** resulted in a penalty of all components in module awarded 0%, then +50 points*

Fourth offence - Automatic penalty: Student expelled from University (loses all credit from programme)

3. Number of allegations under consideration

One	0 points
Two	50 points
Three or more	100 points

4. Value of individual component

Worth 8 credits or less	-30 points
Worth 30 credits or more	30 points

5. Extent of unfair practice

Minimal	210 points
Minor	235 points
Moderate	260 points
Serious	290 points
Severe	355 points

Relevant Turnitin score

<5%
5% - 20%
21% - 50%
51% - 85%
86%+

- 6. Mitigation**
Students accepts -40 points

Note: for Examination use following

7. Level of unfair practice	Action
L1	260 points <i>Unauthorised information (general)</i>
L2	290 points <i>Communicate with any other person</i>
L3	355 points <i>Unauthorised information (specific)</i>
L4	375 points <i>Impersonate student or be impersonated</i>

PENALTIES

In all cases a student is placed on Academic Probation (or a similar monitoring system) and a record made contributing to the student's previous history.

Points	Penalty
up to 329	Formal warning letter (further offences will be repeat offences)
330 – 424	Component awarded mark of 0% (fail)
425 – 524	All components in module awarded mark of 0% (fail)
525 – 559	Student expelled from University and is disqualified from any further study at the University (retains credit previously gained)
560+	Student expelled from University and is disqualified from any further study at the University (loses all credit from programme)

THIS DOCUMENT IS ALSO AVAILABLE IN WELSH