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|  REGENT BUSINESS SCHOOL <small>HONORIS UNITED UNIVERSITIES</small> | QUALITY SYSTEM PROCEDURE HANDLING OF PLAGIARISM CASES | Approved by: Academic Dean |
| | | Developed by: Academic Head |
| | | Document Number: QSP 25 |
| | | Revision number: 01 |
| | | Release Date: 26.03.2024 |

Objective:

To provide a structured process for identifying, reporting, and addressing plagiarism cases within the institution to ensure academic integrity.

Scope:

This SOP applies to all academics, the assessment department, and the examination board committee.


Procedure:

1. Identification of Plagiarism:

- The academic is responsible for identifying potential plagiarism cases in student submissions.
- Upon identification, the academic must refrain from assigning a mark to the work in question.
- The case should be documented with relevant evidence and information.

2. Reporting the Case:

- The academic reports the identified case to the assessment department promptly.
- The report must include all relevant information, such as:
 - The student's details.
 - The assignment or examination in question.
 - Evidence of plagiarism (e.g., highlighted sections, similarity report).
 - Any other pertinent details related to the case.

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3. Assessment Department Review:


- Upon receiving the report, the assessment department will compile all necessary information.
- The assessment department is responsible for organizing and preparing the case for presentation to the examination board committee.

4. Examination Board Committee Review:

- The examination board committee will review the case, considering all evidence and information provided by the assessment department.
- The committee will evaluate the situation and determine the appropriate course of action based on the severity and nature of the plagiarism.
- Possible actions may include:
 - Issuing a warning to the student.
 - Requiring the student to resubmit the assignment.
 - Assigning a penalty, such as a mark reduction or failure of the assignment/module.
 - Recommending further disciplinary action if deemed necessary.
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5. Communication of Decision:

- After the examination board committee has made its decision, the student will be formally informed of the outcome.
- The communication must include:
 - A clear explanation of the decision made by the examination board.
 - Any consequences or actions the student is required to take.
 - Information on the appeals process, should the student wish to contest the decision.

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Responsibilities:

- **Academics:**
 - Identify and report plagiarism cases without assigning marks.
 - Provide all relevant information and evidence to the assessment department.
- **Assessment Department:**
 - Collect and organize information related to the plagiarism case.
 - Present the case to the examination board committee.
- **Examination Board Committee:**
 - Review and evaluate the plagiarism case.
 - Determine and communicate the necessary steps and decisions.

Record Keeping:

- All records of plagiarism cases, including reports, evidence, and decisions, should be securely stored by the assessment department for future reference and compliance purposes.

Review and Appeals:

- Students have the right to appeal the decision made by the examination board committee within a specified time frame.
- The appeals process will be outlined in the communication sent to the student and must be followed according to institutional guidelines.