**Important please read this section carefully before submitting the plagiarism referral**

* This form is for staff use only in making a referral of suspected plagiarism under the [*Proctors’ Disciplinary Regulations for Candidates in Examinations*](http://www.admin.ox.ac.uk/statutes/regulations/288-072.shtml)*.[[1]](#footnote-1)*
* Chairs of Examiners are responsible for undertaking academic analysis of the student’s assignment(s) and should consult [*Examination and Assessment Framework, Annex C: Procedure for the Investigation of Plagiarism*](https://academic.admin.ox.ac.uk/files/examsandassessmentframework2019-20pdf)[[2]](#footnote-2) to ensure that a case meets the criteria for a referral to the Proctors.
* For a referral to be accepted by the Proctors’ Office all required documentation will need to be submitted to casework@proctors.ax.ac.uk. This includes:
1. Completed referral form
2. A summary of the case prepared by the Chair of Examiners, including a marked up copy of the assignment to show each section that raised plagiarism concerns cross-referenced to the relevant sources.
3. Analysed Turnitin report to establish accuracy of the report, including text-only version. *Please note the Turnitin report is not sufficient by itself*.
4. A clean copy of the assignment.
5. Instructions for the assignment.
6. Copy of the declaration of authorship as signed by the student.
7. Course handbook and examination conventions.
8. Details of information or training provided to the student on good academic practice and avoidance of plagiarism while on the course.
9. In cases of students suspected of colluding, the Chair should examine the work of all the students involved, so that the nature of the apparent collusion can be established.
* Incomplete referrals will be returned to the Chair for any additional materials to be collated before the case is considered.
* Each case of suspected plagiarism must be submitted separately.
* Marked up assignment - the whole assignment must be marked up when submitted to the Proctors’ Office. While marking up a few pages may be sufficient in order to establish plagiarism has taken place, the level of penalties may vary according to the extent of the plagiarism in the assignment. Providing web links to online sources is not sufficient, the actual source material must be retrieved and marked up.
* Analysing Turnitin report – a list of support and training resources for staff are included in the [*Use of Turitin at the University of Oxford: A Guide for Tutors, Examiners and Administrators*](https://academic.admin.ox.ac.uk/files/turnitinatoxfordfor2019-2020pdf).[[3]](#footnote-3)

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| **SECTION 1: About the student**  |
| **Is this a collusion case?** | [ ]  Yes [ ]  No |
| **Surname/Family name** |  | **Title** |  |
| **First/Given name(s)**  |  |
| **University student no.**  |  |  |  |  |  |  |  |  |  |
| **Level of Study**  | Undergraduate |  | Taught Postgraduate |  | Postgraduate |  |
| **Programme of study** |  |
| **Course start date:** |  | **Course finish date:** |  |
| **Year of study:** |  | **Status on course:** |  |
| **Status on course**  | Not started  | [ ]  | Studying  | [ ]  | Completed | [ ]  |
| Suspended  | [ ]  | *If suspended please state date started and date due to finish:* |
| **College:** |  |
| **Contact email:** |  |

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| **SECTION 2: Details of assessment(s) under investigation** |
| Title of assessment under investigation |  |
| Assessment unit number |  |
| Date of submission |  |
| Weighing of the assessment under investigation towards overall outcome of the course? *(in %)*  |  |
| What is the effect of failure of the assessment under investigation on the student’s academic progression/award? |  |
| Chair of Examiners name |  |

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| **SECTION 3: Details of advice and training given to the student on good academic practice and avoidance of plagiarism** *Please provide copies of any training material referred to in this section.* |
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| **SECTION 4: Details of previous instances of poor academic practice that resulted in deduction of marks** |
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| **SECTION 5: Supporting material checklist***Please note incomplete referrals will be returned to the referrer for any additional materials to be collated before the case is considered.*  |
| Chair’s analysis of the case | [ ]  Provided  |
| Clean copy of the assignment  | [ ]  Provided  |
| Marked up copy of the assignment | [ ]  Provided  |
| Marked up copies of relevant sources | [ ]  Provided  |
| Assignment instructions  | [ ]  Provided  |
| Course handbook  | [ ]  Provided  |
| Evidence of good academic practice training and avoidance of plagiarism | [ ]  Provided  |
| Evidence of previous instances of poor academic practice *(if applicable)* | [ ]  Provided [ ]  Not applicable |
| Are you submitting any additional materials?Please provide a list: | [ ]  Yes [ ]  No……………………………… |

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| **SECTION 6: Any further information the Proctors should be aware of?** *This could include information such as time critical factors*, *details of disclosable extenuating circumstances etc.* |
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| **SECTION 7: Referrer details** |
| **Surname name** |  | **Title** |  |
| **First name(s)**  |  |
| **Position**  |  |
| **Date** |  |
| *If referrer is not the Chair of Examiners please tick the box to confirm the Chair have been involved with this process* [ ]   |

**Submit this form and all evidence to** **casework@proctors.ox.ac.uk**

*You will receive a formal acknowledgement of your referral within five working days.*

1. <http://www.admin.ox.ac.uk/statutes/regulations/288-072.shtml> [↑](#footnote-ref-1)
2. <https://academic.admin.ox.ac.uk/files/examsandassessmentframework2019-20pdf> [↑](#footnote-ref-2)
3. <https://academic.admin.ox.ac.uk/files/turnitinatoxfordfor2019-2020pdf> [↑](#footnote-ref-3)