

The University of Sussex

Guidance for Module Convenor meeting with student for a First Case of collusion or plagiarism

It is University procedure that the Module Convenor meets with a student where they have a First Case of collusion/plagiarism and have no previous record of academic misconduct. The meeting should be held within 10 working days of marks publication. This is a developmental opportunity intended to promote academic integrity in assessment.

- 1. Review the work before meeting with the student (modules owned by the School only)**

- 2. Discussion with the student**

5. **Ask the student to confirm which option they will take as set out on the First Case of collusion or plagiarism form (complete the form with the student).**