

## **Guidelines for reviewing plagiarism**

New regulations for the Faculty of Linguistics and Literary Studies (FB 10), passed by the Faculty Council on December 8<sup>th</sup>, 2021

The following regulations replaces the preceding guidelines (November 2021).

### **1) Plagiarism: coursework, module exams, dissertations (BA / MA)**

If the examiner of a written (ungraded or graded) assignment or a dissertation suspects that the work has been plagiarised, or can prove that the text has been plagiarised, he or she should have a conversation with the respective student. Relevance and nature of the misconduct as well as the (possible) consequences have to be explained in detail. Furthermore, the principles and standards of professional academic practice established within the respective field have to be explained thoroughly.

If the suspicion of misconduct can be refuted because the student used secondary sources negligently without the intent to deceive, the examiner has to explain the correct academic practices to the student. In this case, the written work is to be graded as usual taking this misconception into account. Grades from 1.0 to 4.0 are possible in case of a passing mark or – if needed – a “fail” can be issued.

In such a case that the suspicion of plagiarism cannot be refuted, the examiner notifies the respective examinations board about this attempt to deceive. This notification can be made either via the examiner’s own evaluation (for BA/MA dissertations) or via the respective module coordinator (for coursework and module exams).

In such a case that the suspicion of plagiarism cannot be refuted, the examiner has to notify the responsible examination board. The board decides in accordance with §18 of the BA/MA exam regulations of the university whether the assignment is indeed plagiarised and will provide the student with the opportunity to give his/her point of view. If the board decides that the assignment has been plagiarised, the exam is evaluated with “fail” / “attempt at deception.”

### **2) Consequences**

In case the examination board has confirmed the case of plagiarism, a professorial member of the board invites the student to a mandatory interview, in which the misconduct, its relevance and

(possible) consequences for repeated transgression are explained. Such an interview should also include general counselling regarding the course of studies. It can also be supplemented by an extensive and more specific counselling by the expert counsellors of the Academic Advisory Office. If there are other available examiners teaching in the respective module, the student can repeat the new exam with one of them.

The examinations board (or the respective branch of the examinations office) informs the examiner of the piece of work in question about their decision, i.e. whether it has been plagiarised or not. In the case of BA/MA dissertations, both examiners will be informed.

The examinations board (or the respective branch of the examinations office) regularly informs the Dean of Studies about the number of plagiarism cases correlating with the course of studies and modules in question. These statistical data are only used by the Dean of Studies in the framework of quality management.

### **3) Consequences for repeated cases of plagiarism or serious cases of plagiarism**

In accordance with §42 (4) of Bremen's Higher Education Act and §11 (3) of the Application Regulation of the University of Bremen, the examination board further decides on exceptionally serious cases of plagiarism or of repeated offenses. These cases are then forwarded to the legal department of the university to prove that the transgression is indeed an exceptionally serious case or that the student has plagiarised repeatedly. The legal department will then initiate and execute the expulsion of the student by mandate of the President of the University of Bremen.