**Plagiarism Hearings - Questions the Senate Assessors might ask**

**Introductions**

There should be two Senate Assessors for Student Conduct, and at the beginning of the hearing, the Senate Assessors should introduce themselves and any other member of staff in the room, such as the clerk.

They will ask you if you have brought a representative with you, and whether will they be speaking on your behalf or will you speak for yourself.

**Questions which the Senate Assessors are always likely to ask the student.**

* Did you receive the paperwork which was sent out to you?
* Have you read through and understood the Plagiarism Statement and Code of Student Conduct? (*These are in the University Regulations, sections 32 and 33*)
* Did you read through and sign the Declaration of Originality Form when you submitted your assignment?
* What guidance on plagiarism was provided to you by your lecturer/department?
* Did you attend any lectures or tutorials about plagiarism when you started the course?
* Have you read and understood any information in your course handbook, or any information on Moodle about avoiding plagiarism?

**Questions more relevant to specific cases - some of these, but not all, might be asked.**

**These suggested questions below are just to give you an idea of what areas/issues the Senate Assessors might cover.**

* Can you explain what plagiarism is?
* Can you tell us whether this is direct copying, close paraphrasing or your own words?
* Did you run a draft version of your work through Urkund or Turnitin detection software?
* How did you interpret the Urkund or Turnitin score, with reference to plagiarism? Did you understand what the score meant?
* Did you read through the final version of your work before submitting it?
* Is there any direct copying of another source which is not in inverted commas, or very close paraphrasing in this piece of work?
* Have you listed all the sources which you used for your assignment in your bibliography?
* Where did you find this particular source/author?
* If you were unsure how to reference properly, did you seek assistance from your tutor or from LEADS?
* Do you consider this to be an appropriate method of writing an essay? (*e.g. where the essay was all quoted material and virtually none original*)
* Do you understand everything you have put into this essay? Can you explain the meaning of this word/sentence?
* Would you say that this plagiarism is substantial or minimal?
* Do you have any rough workings to show how you researched the essay?
* Are there any mitigating personal or medical factors as to why your academic performance may have been affected? If so, did you seek any help from, or inform the university about any problems you were having?
* Was there anything different about the way you approached/referenced this assignment which is different from your other work?