

**Plagiarism Report Form**

Updated October 2021

For reporting cases of plagiarism to Rector

The following form must be used by the head of studies to report cases of gross violations of Aalborg University's disciplinary rules on exam cheating in the form of plagiarism to Rector.

The report form must be accompanied by documentation for plagiarism, including references and the assignment with clear marking of the plagiarism. Alternatively, the plagiarism report may constitute this documentation, however, the plagiarism report must undergo a quality control. The quality control must decide on what constitutes plagiarism in the report.

Furthermore, the minute of the meeting with the student must be enclosed.

The case must be sent to Study Services at email: [sts-sekretariatet@adm.aau.dk](mailto:sts-sekretariatet@adm.aau.dk).

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| **Case reported by (indicate whether the reporter is head of studies or chair of study board)** |  |
| **Name of the student reported** |  |
| **CPR number and student registration number** |  |
| **Programme (do not use abbreviation)** |  |
| **Semester** |  |
| **Term (winter year/summer year)** |  |
| **Type (ordinary exam/re-exam)** |  |
| **Current exam (EKA code must be specified)** |  |
| **Assessment of the extent and type of plagiarism**  *Number of pages and the percentage that constitute plagiarism? Assess this in terms of whether the plagiarism is a direct reproduction or paraphrasing of the plagiarised source.* |  |
| **Any mitigating circumstances**  *For example:*   * *Indication of misunderstanding of rules* * *Documented psychological conditions* |  |
| **Any aggravating circumstances**  *For example:*   * *Plagiarism includes qualitatively essential parts where original and key ideas are expressed as the student’s own ideas* * *Preventive information on plagiarism was provided, either as general information or as direct individual orientation/guidance* |  |
| **Any special aggravating circumstances**  *For example:*   * *Previous sanctioning under disciplinary rules* * *Final project (bachelor, master, continuing education master, etc.)* * *The plagiarism includes a work in almost its entirety* |  |
| **Recommendation for a decision** |  |

**Check list**Check list for the head of studies when reporting   
cases of plagiarism to Rector (Study Services)

* With suspected plagiarism, the student is notified, in writing, to appear at a meeting on the suspected plagiarism. A memorandum is then written up based on the meeting. Find templates for the meeting notification and meeting memorandum in the [Guidelines on rules regarding disciplinary measures for students at Aalborg University](https://www.haandbog.aau.dk/dhttps:/www.haandbog.aau.dk/dokument/?contentId=349595okument/?contentId=349595) (See appendix).
* In the case of an English language programme, the entire report and the supporting documents must be drawn up in English.
* Check if there is a case of gross plagiarism which as a rule is over 5 % copied. See definitions in the [Guidelines on rules regarding disciplinary measures for students at Aalborg University](https://www.haandbog.aau.dk/dokument/?contentId=349595), item 4.4.
* Fill out the report form above.
* Submit the exam paper with clear marking of the plagiarism.
* Submit the source plagiarised from.
* Submit any Ouriginal report. If the plagiarism was detected by means other than Ouriginal, describe this as well as the extent of the plagiarism. Plagiarism is specified as a percentage.
* If an Ouriginal report is submitted, it must be accompanied by a quality assurance. Information on who has done the quality assurance and when it was done must also be provided. A quality assurance is a manual check of what Ouriginal has identified as plagiarism. It specifies the percentage of plagiarism identified by Ouriginal and the percentage of plagiarism identified by the quality assurance.
* Submit the notification for the meeting between the head of studies and the student on suspected plagiarism and the meeting memorandum.
* All material is submitted, i.e. in one e-mail with all files attached. The e-mail must be sent to Educational Law and Secretariat in Study Service at e-mail: [sts-sekretariatet@adm.aau.dk](mailto:sts-sekretariatet@adm.aau.dk)