



## Guidelines for processing plagiarism in VirCamp courses

### 1 Introduction

The examination in VirCamp courses consists on a portfolio assessment. Students deliver written papers as part of this portfolio. Students upload their final exam assignments in the 'assignment tool' in CANVAS. Plagiarism control will be enabled.

These guidelines will describe the processing of cheating and more specific plagiarism in the courses.

### 2 What is plagiarism

The following are considered to be plagiarism:

- presenting other people's work as one's own;
- quoting sources or otherwise using sources in written work without enough reference to the source;
- writing about an existing theory in own words, without referring to the original source.

### 3 Procedure to be followed in case of plagiarism

- If plagiarism has been determined by using the plagiarism tool, the teacher/assessor will first check the work and judge whether there is a clear indication that the student had the intention to cheat. In case of doubt, teacher or assessor have a consult with the teacher team in the course and the head teacher.
- If the teacher/assessor decides that the student had the intention to cheat, the consortium coordinator will be informed with a short motivation. Nevertheless, the work will be assessed, and marks will be given in line with the usual guidelines for assessment.
- The consortium coordinator will inform the contact person of respective Higher Education Institution (HEI). In the list of marks, the mark will be followed by a remark: *'plagiarism'*.
- The contact person of the HEI will inform the student and explain the further procedure.
- In the announcement of the marks in CANVAS, the VirCamp coordinator will give no mark, but this remark: *'The mark could not be assigned, contact the VirCamp responsible of your Institution for more information'*.

### 4 Possible consequences

As the accreditation of VirCamp results is the responsibility of the home institution, the procedure of the HEI will be followed on the consequences for the students. The procedures and corresponding consequences can differ between HEI. But in general, the exam commission of the HEI will take the final decision. The range of consequences that are described is a failure for the exam with the possibility to have a re-sit up to being dismissed from the University.