Examining/co-teacher discovers suspected cases of plagiarism.

The examiner/Dean of Faculty/Head of Professional Services or the person to whom the role has been delegated assesses the situation.

The examiner/Dean of Faculty/Head of Professional Services or the person to whom the role has been delegated considers that there is a grounded suspicion of an offence in accordance to Chapter 10 of the Higher Education Ordinance.

The report is prepared and is to include:

- -A detailed account of the student's assignment and the offence found to be present
  - Instructions for the assignment
  - Information about plagiarism provided

How was the plagiarism discovered?

- -Via Urkund (analysis attached to the report)
- -Via Internet search (printouts from the Internet with marked "hits" from both the student's work and the source, to be attached to the report)
  - -In another way (description and "hits" are attached to the report)

The examiner/Dean of Faculty/Head of Professional Services or the person to whom the role has been delegated makes a report to the Vice-Chancellor and sends it to the Registrar's Office for record-keeping.