Project Marking Sequence PH 550 / PH 450

**TC**

**17.12.18**

**Paper 12**

Following on from a case of plagiarism in academic year 2017/18 a review of the way in which the projects are assessed has been undertaken and it is proposed that the following guidelines be adopted by the department.

1. Before submission of project report supervisor and student must agree on the general nature of the results presented in the report. This should be done around Week 8 of Semester 1 for PH 550 and Semester 2 for PH 450. This will give the student some feedback on what to include in the report. This will avoid students submitting work that they have not done and has been copied from other sources.
2. Reports should be marked by supervisor and second marker within one week of the report being issued to them for marking.
3. Turnitin must be used as the only way of detecting plagiarism. The Turnitin report will be issued to staff at the same time as the report. Students should be investigated for plagiarism if the Turnitin score is greater than 20 %. Similarly, a return of 0 % should also be treated with scepticism, Common sense should be used when examining the Turnitin report, a high score with contributions from many different sources (e.g 1 or 2 % per source) or based on stock phrases, should handled differently from a high score with contributions from few sources (e.g 5 – 10 % from source in large blocks in the text).
4. If plagiarism is suspected then chair of the examination panel must be informed and the oral should not be held. No other marks should be returned to the chair of the examination panel. The chair of the examination panel will inform director of teaching who will initiate a formal investigation.
5. If no evidence of plagiarism then all marks should be returned to examination chair within one week of the issue of the reports.
6. There should be no retrospective review of the report after the oral examination. If a student performs poorly in the oral examination then that will be reflected in the mark for the oral. There should be no adjustment of report mark based on the performance in the oral examination. If a student produces a sound report but performs poorly so be it.

NL 2nd September 2018