

Example Hearing Notes or Package Submission for a 2nd Plagiarism Allegation

*“You may not control all the events that happen to you,
but you can decide not to be reduced by them”
–Maya Angelou*

The length and sections included in your package submission or hearing notes guide are completely up to you. Make it work for you 😊

Student Name & ID number

Introductory Statement (Optional)

Name, year of study, major/minor, career aspirations, etc. followed by a brief summary of the areas you’re going to address from the subtitles below: general notes, first and second incident descriptions, life circumstances, other factors, recommended sanctions, conclusions

General Notes (Optional)

Whatever you feel may be helpful in general for the panel members to know and depending on the structure of your notes (chronological, narrative, and incident-based), this section may be helpful to think about or speak to in a hearing. These topics are often considerations in determining the severity of a sanction.

- History of Allegations
 - Have you experienced any issues with plagiarism in the past at MRU? (Instructor concerns or reports filed?)
 - When did the incident or incident(s) happen?
 - What have you done differently in how you go about citing papers since those incidents?
- Time Elapsed
 - How much time exists between the occurrences of each incident report?
 - Were they in the same class/with same instructor/same or different semesters?
 - How did you change your citation practices as a student between the time of finding out about the first incident and the second?
 - What kinds of practices did you change to prevent this for future?
- Student Learning Services
 - Do you know about SLS (Student Learning Services)? When did you first find out about the resources Mount Royal offers? Were you required to take a workshop after the first incident?

- Dates, length and details of which Student Learning Services workshop attended
- What was your understanding of plagiarism after taking the Student Learning Services workshops?
- If attended SLS workshop, what did you learn from attending the SLS workshop in past?
- What was your understanding of plagiarism and citation from doing assignments previous to this incident (in high school/previous post-secondary courses)? (i.e. my understanding of citation going into this course was to be including a Works Cited page, but not necessarily to cite things inside my paper)
- What kinds of feedback have you received from instructors in past courses related to citation? Do you have similar papers that can demonstrate your citations?
- How did you work to improve in subsequent courses from the first incident or any feedback received in past from instructors?

First Assignment/Incident

This section should be fairly brief. It is not the focus of your hearing, but can be important context in relating first incidents and second incidents. Sometimes patterns emerge that can be opportunities for solutions focus and development.

- Describe in a factual way what happened with the first assignment. What steps you took to complete the assignment, the sources you used, in-class discussions about the assignment, instructor's comments about the assignment (what you heard, not what others told you), what decisions do you remember making about the assignment
- Did your class have to complete any mandatory workshops on citation prior to completing assignments?
- Check out the course outline/assignment description/rubric provided
- What was your understanding of the assignment? What was the weight of the assignment?
- What was your understanding of plagiarism when you began the assignment?
- Leave out subjective assessments or statements of people's actions
- How did you find out about the allegation? Was there an instructor meeting? What are the details of that meeting?
- What kind of sanction did you receive in this first incident? How severe was the sanction? Are there any common themes between this assignment incident report and the second incident? (i.e. missing in-text citations)
- What steps did you take to prevent a re-occurrence of future misconduct allegations

Second Assignment/Incident

Details are important here with this description as this is the incident that is the subject of your hearing. The first incident will be addressed briefly, but the second incident will be explored in more detail during the hearing.

- Describe in a factual way what happened with the second assignment
 - What steps did you take to complete the assignment?
 - What sources you used for the assignment?
 - What kinds of in-class discussions did you have about the assignment?

- What do you recall of the instructor's comments or instructions about the assignment (what you heard, not what others told you)?
- What decisions do you recall making about the assignment?
- What was your understanding of the assignment?
- What was your understanding of plagiarism when you began the assignment?
- Leave out subjective assessments or statements of people's actions
- How did you find out about the allegation? Was there an instructor meeting? What are the details of that meeting?
- What kind of sanction did you receive in this first incident? How severe was the sanction? Are there any common themes between this assignment incident report and the second incident? (IE: missing in-text citations)
- What steps have you taken since finding out about the allegation to prevent a re-occurrence of future misconduct allegations? (i.e. attended a skills workshop, skills review with Student Learning Services, review of your assignment, discussion with instructor)

Life Circumstances

There are times when life gets in the way of academic success. There are relationships between life circumstances and academic success which can be helpful in determining a sanction that will set up a student for success in future. Sharing these experiences does not dismiss the choices students made, but it can provide a context and opportunity for solution development when dealing with these circumstances in future.

- What was going on in your life at the time of each incident?
- Were there any extenuating circumstances you were dealing with at the same time? (i.e. death of a relative/close friend, car accident, family conflict, risk of homelessness, new diagnosis (visible or invisible condition), financial hardships, health concerns, witness or experience of violence or trauma, etc.)
- If yes to the above question, consider submitting a letter of support to the panel board from a physician (for physical, or registered mental health professional you were seeing at the time these circumstances took place. *NOTE: It is up to you what you want to recommend your doctor/mental health professional to share about you. You can be as general or as specific as you are comfortable with sharing at a hearing.*

Other factors

Often there are factors which relate to one or both incidents, which students may or may not have consciously thought about before, but may be helpful to panel members in concluding a relevant sanction. Below are some example questions you could speak to in having this section addressed in a hearing.

- Do you experience a disability that you *do or do not* receive academic accommodation for?
- Did your experience of this disability or condition contribute to either of these incidents? If yes, how did it contribute to one or both incidents?
- When were you diagnosed? How much have you learned about your experience of the condition since being diagnosed? What supports have you sought out to support you with the experience of your disability or condition(s)? (i.e. Accessibility Services, counselling, regular doctor's visits, psychiatric care, physical therapy, medical education/workshops)

- Were there any age, cultural, or language factors that contributed to one or both incidents?
- If yes, please explain the contribution of this factor to one or both incidents.
- How many courses do you have left to complete in your degree?
- When are you planning to graduate?
- If you fail this course, when will you be able to complete it here at Mount Royal again?

Sanction Recommendations (Optional)

There are no guarantees on the kind of sanctions you might receive as the result of attending a hearing, or with the requests you make to the panel. The hearing panel may maintain your instructor's sanction, overturn their sanction, or add to the instructor's sanction(s). Their decision depends on the information learned from both the complainant (your instructor) and respondent (you).

- What kinds of sanctions do you hope the board will consider applying in your situation?

Closing Note (Optional)

Sometimes students want to summarize what they've said or talk about future goals related to career, and academic success. Other students want to talk about their experience of an academic allegation, plans for future success, and describe the importance of being a student at MRU. Whatever you want to say here is completely up to you and it's an optional section. Some things you may want to include are:

- What are your goals in moving forward after these incidents?
- How are you going to develop a plan to be successful in future?
- What kinds of supports or services would you be open to accessing at Mount Royal to develop and improve for future?
- What are your career goals?
- What are your strengths as a student?
- What does Mount Royal mean to you?
- How has this experience changed you?