UFORM020 UniHaven Academic Misconduct Form Rev 1

This form is intended to report an incident of suspected academic misconduct that concerns a single student. You should use Form B (Multiple Incidents) where misconduct is suspected in multiple submissions for a single assessment, as this will save duplication of information.

All suspected cases of academic misconduct should be discussed with the Programme Manager and reported to the Academic Director in the first instance. The Academic Director will decide whether the case can be handled at the college level or dealt with formally. Please note that if the case is formally investigated the student(s) will be provided with a copy of this report.

PART ONE:	For completion by the member of staff reporting the incident

1. STAFF DETAILS

Name of staff member reporting the suspected misconduct			
Role (e.g. Teacher / Marker)			
Programme Manager name (if different)		Date	

2. STUDENT AND ASSESSMENT DETAILS

Student name	
Student number	
Teacher	
Programme	
Length of time on the programme	
Module affected (Credits)	
Name of the assessment item	
The proportion of course mark (%)	
Convenor of Exam Board	

3. FACE VALUE MARK FOR WORK

The Face Value Mark is the mark that is appropriate for the work as submitted assuming no misconduct has occurred. It must be expressed as a percentage (e.g., a mark of 16/20 is entered as 80%). Please report the mark without the application of any late penalty where these have been applied.

Face Value Mark for work (%)		
Has the Face Value Mark been released to the student?	☐ Yes	☐ No

4. INCIDENT DETAILS

State below the reasons for suspecting academic misconduct and details of evidence gathered to date. Please include only factual statements: do <u>not</u> speculate on potential motivations for the suspected misconduct. Make an academic judgement and describe both the nature and extent of areas of concern.

- The *'nature'* of issues might include, for example, presence of verbatim or closely paraphrased text, use of unattributed sources, exam misconduct, self-plagiarism, secondary citation, etc.
- The *'extent'* of issues should indicate the proportion of the work affected by potential academic misconduct; for example, the proportion of pages of work affected. Raw similarity scores from plagiarism detection software should not be relied on for this as they constitute evidence only if contextualised.

Please provide documents as evidence to support the above comments. These can be provided as attachments or as accessible web links.

- The student's submission annotated or highlighted as appropriate to indicate the content of concern. (e.g., a plagiarism detection software report). [Note: do not use a web link for student submissions]
- Any relevant sources referred to in the statement above; must include sources that are not identified by Turnitin or equivalent software but may also include those which are, if required.
- Any course level material that should be excluded from originality considerations, if applicable.
- Details of specific instructions/advice given to students about Academic Misconduct or good scholarly practice that are relevant to this assessment.

5. IMPACT OF SUSPECTED MISCONDUCT ON THE FACE VALUE MARK

If possible, please estimate the benefit gained from the suspected misconduct. This could be expressed as a fair mark estimate.	

CHECK THAT PARTS 1 TO 5 OF THE FORM ARE COMPLETE BEFORE

SENDING IT TO THE ACADEMIC MANAGER OR PROGRAMME MANAGER – MISSING INFORMATION CAUSES DELAYS

PART TWO: For completion by the Programme Manager

6. Manager Details

Name		Date	
Position			

7. Programme Manager Decision

Indicate ( ) which one of the following decisions was made:

Either	☐ Case was dealt with as poor scholarship	(go to section 8 below)
	☐ Case referred to as academic misconduct	(go to section 9 below)
	☐ No case to answer	(delete this report and records)

8. OUTCOME OF PROGRAMME MANAGER INVESTIGATION OF THE CASE

Indicate ( ) which one of the following actions was taken:

Either	☐ The student was given a warning.
	☐ The assessment was returned to the marker to determine a mark that fairly reflects the student's own contribution.

## 9.	REFERRAL TO THE ACADEMIC DIRECTOR

Record all and any Programme Manager comments on the referral, if required.

If preliminary discussions with the student have taken place, please include the outcome of these and attach any appropriate documentation.

If previous warnings were given to the student by the Programme Manager, then please summarise these.

By referring to Academic Director you confirm that

- this case does not meet the criteria allowing the Programme Manager to deal with it.
- you have informed the convenor of the Exam Board.
- you have included all relevant documentation to date, including those items listed in section 4 above and the information requested on this page.