**Module Leader’s Report on Suspected Academic Misconduct**

*For Off-Campus programmes this may be the Module Tutor in conjunction with the Link Tutor*

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| **Module Leader Name** |
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| **School/Off Campus Division (+ Partner Name)** |
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| **STUDENT DETAILS** |
| **Name of Student** |  |
| **Student Number** |  |
| **Title of Programme**  |  |
| **Level and Stage of Programme** |  |
| **Module Code/s & Title/s** |  |
| **DETAILS OF SUSPECTED OFFENCE** |
| *Nature of academic misconduct (tick as appropriate)* |
| **1** | **Plagiarism** |  | **6** | **Theft of work** |  |
| **2** | **Collusion** |  | **7** | **Bribery and blackmail** |  |
| **3** | **Fabrication of data** |  | **8** | **False declarations** |  |
| **4** | **Duplication** |  | **9** | **Misconduct in examination or in-course assessment** |  |
| **5** | **Commissioning** |  | **10** | **Other – please specify** |  |
| **Brief description of circumstances related to the suspected offence** |
| *Please include dates.* |
| **State whether this is judged to be a minor or serious offence** |
| *You should refer to Annex D of the Academic Misconduct Regulations and Procedures to ascertain whether the offence is minor or serious. Note that if a student has a previous case of academic misconduct on the register the offence will automatically be treated as serious.* |
| **Summary of evidence related to the alleged offence** |
| *Briefly outline the evidence available. Copies of the evidence should be attached to the report (e.g. Turnitin reports, material plagiarised from, emails from relevant individuals, invigilator reports).* *If printed evidence is unavailable, details should be provided of meetings held with relevant individuals.* |
| **Preliminary Meeting with student** |
| *If you met with the student, please summarise details of the meeting here (or attach a record). This may include a written response/statement from the student.* |
| **Date form completed:** |
|  |
| **NEXT STEPS (tick as appropriate):** |
| **1. Case dismissed *-*** *no further action* |  |
| **2. Informal warning** *- send this form to the Programme Leader for logging* |  |
| **3. Minor: Programme Hearing** *- send to the Programme Leader to convene meeting* |  |
| **4. Serious: School Hearing**  *- send to the Head of School/AC SELE to convene meeting* |  |

**Guidance on determining whether an offence is minor or serious**

**Plagiarism:** Reproduction of work from another source (e.g. student, academic source, internet), without appropriate acknowledgement.

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| **Minor** | **Serious** |
| Small amount of work reproduced without appropriate acknowledgement. | Significant amount of work reproduced without appropriate acknowledgement. |
| First semester/stage of the programme. | Later stages of the programme. |
| Levels HE3 and HE4 | Level HE5 and above. |

For a particular penalty band to apply, it might normally be expected that at least two of the conditions listed in that band would be met by the case under consideration.

**Other Forms of Academic Misconduct**

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| **Minor** | **Serious** |
| **Collusion** |
| Collaborative work is apparent in a few areas, but possibly due to lack of student’s/students’ awareness. | Collaborative work reflects significant similarities, and is probably due to deliberate attempt to share. |
| **Fabrication of Primary Data** |
| Substantial part of the data is original to the student. | A significant amount of data is found to be fabricated. |
| **Duplication** |  |
| A small amount of work already submitted as part of a previous assessment is being passed off as new work for another assessment. | A significant amount of work already submitted as part of a previous assessment is passed off as new work for another assessment. |
| **Commissioning**  |
| N/A | Work commissioned from another person and submitted as the student’s own. |

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| **Minor** | **Serious** |
| **Theft of work** |
| N/A | Someone else’s work is taken without permission and passed off as the student’s own |
| **Bribery and Blackmail** |
| N/A | Academic advantage is sought though inducement or threats to others. |
| **False Declarations** |
| N/A | False information is knowingly presented to the University in order to seek to gain and academic advantage, for example in relation to Mitigating Circumstances and Appeals. |
| **Examinations and In-Class Assessments** |
| Communicating with someone other than the invigilator during an examination or in-class assessment on unrelated matters. | Communication during examination or in-class assessment in order to seek academic advantage. |
| Unauthorised material is not relevant or intentionally used. | Use of unauthorised notes or other material (including in electronic format) in order to seek academic advantage. |
|  | Attempting to copy from another student in the examination or in-class assessment. |
|  | Misuse of examination or in-class assessment briefs, for example gaining prior knowledge of contents of unseen paper. |
|  | Impersonation: Allowing another person to take the examination or in-class assessment on the student’s behalf.  |
|  | Taking material away from examination or test when instructed not to. |