

PART 1: Report on Suspected Academic Misconduct

Please send copies to Module Leader and/or Link Tutor

Person reporting Academic Misconduct and role e.g Marking Tutor, invigilator			
Module Leader Name			
Academic School/Partner Centre			
STUDENT DETAILS			
Name of Student			
Student Number			
Title of Programme			
Level and Stage of Programme			
Module Code & Title (if applicable)			
Assessment Number and Name (if applicable)			
Details of a previous informal warning prior to this offence			
Details of any previous academic misconduct offence (including level of Serious and/or Minor)			
DETAILS OF SUSPECTED OFFENCE			
<i>Nature of suspected academic misconduct (tick as appropriate)</i>			
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/Contract Cheating	10	Other – please specify

Brief description of circumstances related to the suspected offence	
<i>Please include dates.</i>	
State whether this is judged to be a minor or serious offence	
<i>Refer to section 3 of this form or Annex D of the Academic Misconduct Regulations and Procedures to ascertain whether the offence is suspected minor or serious-</i>	
Summary of evidence related to the alleged offence	
<i>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.</i>	
Preliminary Meeting with student	
<i>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.</i>	
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 form to the Programme Leader to convene meeting	
4. Serious: School Hearing - send form to the Head of School/Quality Lead to convene meeting	

2. Record of the Academic Misconduct Hearing Meeting

This form should be completed by the Chair of the AM Hearing Panel.

Date of the Hearing		
Level of Hearing – <i>select</i>	Minor – Programme Hearing	Serious: School Hearing
Members of the Hearing Panel		
<i>Please provide names and roles/designations- including Chair</i>		
In attendance		
<i>Please provide names of other attendees and roles/designations e.g. student, student support person, minute taker and any other staff observers.</i>		
Findings of the Hearing		
<i>Please include details of how the decision was reached and whether the student attended (including via telephone or internet) and/or submitted a written statement. Please also state whether the case is proven or not proven.</i>		
State the penalty to be applied (if academic misconduct is proven)		
<i>Refer to section 4 of this form when deciding the severity of the penalty for the minor or serious offence. Please see section 5 and Annex C of the Academic Misconduct Regulations and Procedures for the range of available penalties.</i>		

Evidence and documentation	
<i>Please attach any statements and/or documentation used in consideration of the case. This should include any written statements from the student.</i>	
Date form completed:	
NEXT STEPS <i>tick as appropriate:</i>	
1. Case dismissed <i>No further action</i>	
2. Informal Warning (only if first offence and minor) <i>Record at programme level</i>	
2. Minor or Serious Offence <i>Please send this report and all associated documentation, including the Academic Misconduct Report Form to the Quality Transformation Unit (gtu@greatermanchester.ac.uk) and to the relevant member of administrative staff in Academic Support Services.</i>	
Date documentation forwarded to QTU and Administrator	

3. Determination of Suspected Serious of Minor Cases

Penalty Guidance for ANNEX D from the Academic Misconduct Regulations and Procedures

<https://greatermanchester.ac.uk/student-policy-zone/student-policies-2026-27/academic-misconduct-regulations-and-procedures-2026-27>

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

Minor	Serious
Small amount of work reproduced without appropriate acknowledgement	Significant amount of work reproduced without appropriate acknowledgement
Unlikely intention to deceive	Likely/proven intention to deceive
No previous formal offence	Previous formal offence
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 three of the conditions listed in that band would be met by the case under consideration.

Other Forms of Academic Misconduct

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	
A minor amount of work produced via the use of AI, the content of which upon questioning the student was not able to demonstrate a robust understanding N/A	A major or serious amount of work produced via the use of AI, the content of which upon questioning the student was not able to demonstrate a robust understanding. Always major: Work commissioned from another person - includes the purchasing of work from an essay-writing service
Theft of work	
N/A	Always major: Someone else's work is taken without permission and passed off as the student's own
Bribery and Blackmail	

N/A	Always major: Academic advantage is sought through inducement or threats to others
False Declarations	
N/A	Always major: False information is knowingly presented to the University in order to seek to gain an academic advantage, for example in relation to Mitigating Circumstances and Appeals
Minor	Serious
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

4. Factors to Consider when Determining a Penalty Within a Band

In deciding the **severity of the penalty for the minor or serious offence**, the Panel will normally take the following mitigating factors into account:

- the number and seriousness of previous offences (if any)
- whether the student has admitted the offence at the earliest opportunity
- whether the student has expressed remorse
- whether the student has compelling personal circumstances which affected their judgment.

5. Range of Penalties

A Programme Hearing may apply one of the following penalties for a Minor offence:

Minor Penalties:

Case logged on Academic Misconduct Register, completion of relevant LEAP badge (where appropriate) and

M1 Fail attempt for the assessment component in question. Further attempt (if eligible) does not have capped mark i.e. Refer but with uncapped mark on next attempt. The refer assessment brief may differ from the original.

M2 Mark assessment component; if passable, cap at pass mark*

M3 Fail attempt for the assessment component in question. Further attempt (if eligible) has a capped mark i.e. Refer. The refer assessment brief may differ from the original.

* If the offence relates to plagiarism then only original authentic work will be taken into account when marking.

A School Hearing may apply one of the following penalties for a Serious offence:

Serious Penalties:

Case logged on Academic Misconduct Register, completion of relevant LEAP badge (where appropriate) and

S1 Fail attempt for the assessment component in question – allow further attempt in the assessment component (if eligible) i.e. Refer. The refer assessment brief may differ from the original.

Overall module mark will be capped at the pass mark.

S2 Fail module with no further attempts. Student can continue for interim award or if module is optional.

S3 Fail module (if applicable) and programme with immediate effect - with or without an interim award.

S4 Recommend to Senate expulsion of student from the University - with or without an interim award.

Alternatively, a School Hearing may decide to downgrade the severity of the suspected academic misconduct to Minor and apply one of the penalties.