**Continuation sheet for Suspected Academic Misconduct**

**(use if case already seen by an AMO)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of AMO/AMP meeting: | | | |  | | | | | | | | | | | | | | |
| Staff members present: | | | |  | | | | | | | | | | | | | | |
| Student in attendance | | | | YES / NO | | | | | Explained by: | | | | | | | | | |
| Student’s rights explained: | | | | YES / NO | | | | |
| Nature of misconduct explained: | | | | YES / NO | | | | |
| Any representation – friend/SU: | | | | YES / NO | | | | | Name(s) & relation/ position: | | |  | | | | | | |
| Student’s explanation: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Has the student inadvertently committed academic misconduct through poor academic practice? | | | | | | | | | | | | Y/N | | | | | | |
| Has the student admitted to committing academic misconduct? | | | | | | | | | | | | Y/N | | | | | | |
| Is there a case to answer? | | | | | | | | | | | | Y/N | | | | | | |
| *Please select one of the following:* | | | | | | | | | | | | | | | | | | |
| **Plagiarism** |  | **Cheating** |  | | **Contract cheating** |  | **Falsification** | | |  | **Recycling** | |  | **Collusion** | |  | **Other** |  | |
| *Rationale for this decision:* | | | | | | | | | | | | | | | | | | |
| AMO refer to AMP (please use Continuation Sheet for Suspected Academic Misconduct if so) | | | | | | | | | | | | | | | Y/N | | | |
| Poor academic practice – advise the student to speak to an appropriate academic member of staff and refer to Student Development and Study Skills Service | | | | | | | | | | | | | | | Y/N | | | |
| **Penalties for AMO and AMP** | | | | | | | | | | | | | | |  | | | |
| 1. Issue a formal written warning as to future conduct. The warning will be retained on the student’s personal record. | | | | | | | | | | | | | | |  | | | |
| 1. Cancel mark for the element of assessment – student must resubmit the work for the element – the whole module is capped at the base pass mark but all other marks achieved in the module remain the same, | | | | | | | | | | | | | | |  | | | |
| 1. Cancel mark for the whole module – student must resubmit the work for all elements of assessment in order to pass the module – the module is capped at the base pass mark. | | | | | | | | | | | | | | |  | | | |
| **Penalties for AMP only** | | | | | | | | | | | | | | |  | | | |
| 1. Cancel mark for the whole module – student must resubmit the work for all elements of assessment in order to pass the module – the module is capped at the base pass mark. | | | | | | | | | | | | | | |  | | | |
| 1. Cancel marks for the whole module – student must resubmit the work for all elements of assessment in order to pass the module – the module is capped at the base pass mark. All module marks for the stage[[1]](#footnote-1) are capped at the base pass mark. | | | | | | | | | | | | | | |  | | | |
| 1. Cancel all module marks for current stage – student is not allowed to repeat the year. The student is allowed to retain the credits already gained. The student is discontinued from their course but is eligible to apply for admission to a new course in accordance with the University’s admission regulations. | | | | | | | | | | | | | | |  | | | |
| 1. A recommendation is made to the Vice-Chancellor (or nominee) that the student concerned be expelled. The student may be: | | | | | | | | | | | | | | | | | | |
| 1. Expelled with credit – student is allowed to retain credits already gained; no further study at the University is allowed. | | | | | | | | | | | | | | |  | | | |
| 1. Expelled without credit – all existing credit is revoked; no further study at the University is allowed. | | | | | | | | | | | | | | |  | | | |
| Refer to an appropriate workshop or individual tutorial at the Student Development and Study Skills Service *(NB This penalty is recommended in addition to any decision made under a) to e)* | | | | | | | | | | | | | | |  | | | |
| **Signed:** | | | | | | | | | | | | | | | | | | |
| AMO’s signature: | | | | | | | Date of meeting: | | | | | | | | | | | |
| Chair of the AMP’s signature: | | | | | | | Date of Panel: | | | | | | | | | | | |
| Does the seriousness of the case require referral to the Cause for Concern Panel under the Fitness to Practise regulations? | | | | | | | | | | | | | | | | | | |
| Yes | | |  | | | | | No | | | |  | | | | | | |

1. Modules within a stage are the modules being studied by a student in that particular academic year. [↑](#footnote-ref-1)