**UNIVERSITY OF SOUTH WALES**

**Suspected Academic Misconduct Cover Sheet**

**Tutors - please complete the following information under Section 1only before submitting to the relevant campus administration team**

**Section 1**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student’s Name: | |  | | Student ID Number: | | |  | | | |
| Module Leader’s Name: | |  | | | | | | | | |
| Reporting Tutor’s Name: | |  | | | | | | | | |
| Reporting Tutor’s E-mail: | |  | | Extension No: | |  | | | | |
| Module Title: | |  | | | | | | | | |
| Module Code: | |  | | Assessment as per ICIS description: | | *i.e. coursework 1, report 1.* | | | | |
| Course Title: | |  | | Name of course leader: | |  | | | | |
| Location of Study: | | *i.e. Treforest, Cardiff* | | Faculty in which module is based: | |  | | | | |
| Year of study: | |  | | Assessment Period: | | *i.e. first sitting, second sitting*  *If UNICAF please indicate start date of module* | | | | |
| Home, EU, or overseas student: | |  | | | | | | | | |
| *The attached work has been examined by the tutor and/or module leader and the appropriate academic judgement has been exercised in reaching the decision that there is a potential case of academic misconduct. Based on the tutor’s examination of the work and the evidence provided, the tutor/module leader has good reason to suspect that academic misconduct has taken place. Please select from the statements below which best reflects the rationale for putting forward the alleged academic misconduct for consideration under the Academic Misconduct Regulations and Procedure, available online on the following link: https://registry.southwales.ac.uk/student-regulations/academic-misconduct/*  **✓** Tick box | | | | | | | | | | |
| 1. **Plagiarism** – students take someone else’s work or ideas and pass them off as their own. Plagiarism may be written or non-written. | | | | | | | | | |  |
| 1. **Cheating** – students act dishonestly or unfairly before, during or after an examination or in class test in order to gain advantage, or assist another student to do so. | | | | | | | | | |  |
| 1. **Contract cheating** – students put out to tender or buy an essay or assignment, either ‘off the shelf’ or specifically written for them, and submit it as their own work. | | | | | | | | | |  |
| 1. **Falsification** – students falsify information or theories and makes use of them within an assessment. | | | | | | | | | |  |
| 1. **Recycling** – students submit a piece of work which has already been used in one context and is then used again in another. | | | | | | | | | |  |
| 1. **Collusion** – students work together on an individual and submit the work as their own. The submitted work will be similar and virtually identical. | | | | | | | | | |  |
| 1. **Other type of academic misconduct** – students must not make material available to another student with the intention that the other student should present the work as their own. | | | | | | | | | |  |
| *Please provide details to outline the allegation that is being made and that you feel will help to inform the decisions made by the Academic Misconduct Panel (please note that this will be provided to the student):* | | | | | | | | | | |
| Is this resit coursework? *Please tick relevant box* | | | | | | Yes | |  | No |  |
| Submission date for assessment: | | | | | |  | | | | |
| Has an exploratory meeting been held with the student(s)? | | | | | | Yes | |  | No |  |
| Date allegation sent to relevant student administration team: | | | | | |  | | | | |
| As a minimum please include the following. Please ✓ tick to confirm the information has been included. | | | | | | | | | | |
|  | The module descriptor | |  | | Source material (e.g. internet document or invigilator’s report) | | | | | |
|  | Assignment brief/examination paper | |  | | Student’s work (e.g. Turnitin report or original submission highlighting areas of concern) | | | | | |

**Section 2**

**To be completed by AMO**

|  |  |  |
| --- | --- | --- |
| Name of AMO: |  | |
| Date case passed to AMO: |  | |
| Date AMO responded: |  | |
| Initial review decision of AMO:  *(***✓** *tick appropriate box)* | No case to answer |  |
| Poor academic practice |  |
| AMO to consider case |  |
| AMP to consider case |  |
| Rationale for decision: |  | |
| Proposed initial outcome if minor case of academic misconduct or poor academic practice has been identified. Subject to student’s agreement/ disagreement & admission in writing.  (*See section B3.2 of the Academic Misconduct Procedure*). | <if appropriate/ applicable>  *Please note that this option is not mandatory should the AMO require further information/ exploration of the case*  *If not appropriate/ applicable and the student is referred on for full investigation/ consideration by AMP, a penalty should not be decided nor included at this point* | |
| AMO’s signature:  Date: | | |

**Section 3**

**To be completed by the Secretary of AMO/AMP meeting**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 poor academic practice? | | | | | | | | | | | | Y/N/ N/A | | | | | | |
| Has the student admitted to committing academic misconduct? | | | | | | | | | | | | Y/ N/ N/A | | | | | | |
| Is there an academic misconduct case to answer?  (*not including poor academic practice*) | | | | | | | | | | | | Y/N/ N/A | | | | | | |
| *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[[1]](#footnote-1) 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 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[[2]](#footnote-2) are capped at the base pass mark. | | | | | | | | | | | | | | |  | | | |
| 1. Cancel all module marks for current stage[[3]](#footnote-3) – 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. | | | | | | | | | | | | | | |  | | | |
| **Referral to Student Development and Study Skills Service (AMO and AMP)** | | | | | | | | | | | | | | | | | | |
| Refer to an appropriate workshop or individual tutorial at the Student Development and Study Skills Service *(NB This is recommended in addition to any decision made under penalties a) to d))* | | | | | | | | | | | | | | |  | | | |
| **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 Procedure? | | | | | | | | | | | | | | | | | | |
| Yes | | |  | | | | | No | | | |  | | | | | | |

1. The pass mark is defined in the validation document. Ordinarily this will be 40%; however, this may differ for some courses and modules, where, for example, there may be a derogation due to professional body requirements. [↑](#footnote-ref-1)
2. Modules within a stage are the modules being studied by a student in that particular academic year. [↑](#footnote-ref-2)
3. Modules within a stage are the modules being studied by a student in that particular academic year. [↑](#footnote-ref-3)