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**UNICAF**

**ALLEGATION OF**

**ACADEMIC MISCONDUCT**

**FORM**

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| **Please ensure that you have read and understood the Academic Misconduct Regulations and Procedure available at:** [https://registry.southwales.ac.uk/student-regulations/academic-misconduct](https://registry.southwales.ac.uk/student-regulations/academic-misconduct/)/  **Tutors/ Module Leaders - please complete the following information under Section 1 only before submitting to the UNICAF Quality Assurance team, who will then forward it to the USW Student Administration team.**  **This document, along with the supporting evidence, will be provided to the student(s) identified.** |

**SECTION 1**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Student’s Name:** | |  | | **Student ID Number:** | |  | |
| **Module Leader’s Name:** | |  | | | | | |
| **Reporting Tutor’s Name (*if different to ML*):** | |  | | | | | |
| **Module Title:** | |  | | | | | |
| **Module Code:** | |  | | **Assessment as per ICIS description:** | | *i.e. coursework 1, report 1* | |
| **Course Title:** | |  | | **Name of Course Leader:** | |  | |
| **Faculty in which Course is based:** | |  | | **Assessment Period:** | | *i.e. first sitting, second sitting*  *If UNICAF please indicate start date of module* | |
| **Year of study:** | |  | | **Home, EU, or overseas student:** | |  | |
| **Is the Course governed by the Fitness to Practise Procedure:** | | | | | | *Y/ N/ N/A* | |
| *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 and tick 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/* | | | | | | | |
| 1. **Plagiarism** – when students take someone else’s work or ideas and pass them off as their own. Plagiarism may be written or non-written. | | | | | | |  |
| 1. **Cheating** – when students act dishonestly or unfairly before, during, or after an examination or a summative class test in order to gain advantage, or assist another student to do so. | | | | | | |  |
| 1. **Contract cheating** – when students seek other persons to produce work or buy an essay or assignment, either ‘off the shelf’ or specifically written for them, and submit it as their own work.   *If an allegation is raised against a student involving the selling of work to other students or third parties, regardless of whether or not that work is submitted for assessment, the allegation will be dealt with through the University’s Student Conduct Procedure.* | | | | | | |  |
| 1. **Falsification** – when students attempt to present fabricated or distorted data, evidences, references, citations or experimental results and/or knowingly make use of such material as part of an assessment. | | | | | | |  |
| 1. **Recycling** – sometimes referred to as self-plagiarism, is when students submit work which has already been used in one context (e.g. in an assignment) and is then used again in another. | | | | | | |  |
| 1. **Collusion** – when two or more students collaborate in the production of work (without official approval) and they submit work, which is unreasonably similar and/or is represented by the students to be the product of their individual efforts. One student sharing their own work with another student, resulting in similar pieces of work being submitted, is considered to be collusion by both parties regardless of intent. | | | | | | |  |
| 1. **Other type of academic misconduct** – there may be other types of academic misconduct that do not fit into the categories above. | | | | | | |  |
| *Please provide details to outline the allegation that is being made and that will help inform the Academic Misconduct Officer/ Academic Misconduct Panel:*  *Prior to submitting the allegation, you should ensure that:*   * *The Turnitin score has been checked and analysed thoroughly to ensure that there is a genuine potential case of academic misconduct* * *The source of any Intercollege matches have been identified and evidence provided* | | | | | | | |
| **Is this resit coursework?** | | | | | | *Yes/ No* | |
| **Has an exploratory meeting been held with the student(s)?**  ***Exploratory meetings are deemed good practice (see section A2 2.4 of the*** [**Academic Misconduct *R*egulations**](https://registry.southwales.ac.uk/student-regulations/academic-misconduct/)***).*** | | | | | | *Yes/ No* | |
| **Submission date for assessment:** | | | | | |  | |
| **Date allegation identified:** | | | | | |  | |
| **As a minimum, please include the following. Please ✓ to confirm the information 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**

**ACADEMIC MISCONDUCT OFFICER (AMO)**

**INITIAL REVIEW STAGE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of AMO:** |  | | |
| **Date case passed to AMO:** |  | | |
| **Initial review decision of AMO:**  ***(*✓ *appropriate box)*** | **No case to answer** | |  |
| **Poor academic practice - refer student to the Student Development and Study Skills Service** | |  |
| **AMO to consider case** | |  |
| **Academic Misconduct Panel (AMP) to consider case** | |  |
| *Rationale for this 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*** [***derogation of the Academic Misconduct Procedure for UNICAF students***](https://registry.southwales.ac.uk/student-regulations/academic-misconduct/)**).** | | | |
| *Proposed initial outcome and rationale for this decision:*  *<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**

**AMO/ AMP MEETING**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of AMO/ AMP meeting:** |  | | | | | | |
| **Staff members present:** |  | | | | | | |
| **Student in attendance:** | *YES / NO* | | **Written statement submitted by student:** | | *YES / NO* | | |
| **Purpose and order of the meeting explained:** | *YES / NO* | | **Support Person present:** | | *YES / NO* | | |
| **Nature of alleged academic misconduct explained:** | *YES / NO* | | **Name & status of Support Person:** | |  | | |
| *Notes of meeting:* | | | | | | | |
| **Is this a case of poor academic practice, and the student should be advised to speak to an appropriate academic member of staff and referred to Student Development and Study Skills Service?** | | | | *Y/ N/ N/A* | | | |
| **Has the student admitted to committing academic misconduct?** | | | | *Y/ N/ N/A* | | | |
| **Is there an academic misconduct case to answer?**  **(*this does not include poor academic practice*)** | | | | *Y/N/ N/A* | | | |
| **Is the type of academic misconduct found the same as that raised by the reporting tutor under Section 1? If not, which type of academic misconduct has been found?** | | | | *Y/N*  *Plagiarism, Collusion etc.* | | | |
| *Rationale for this decision:* | | | | | | | |
| **AMO refer to AMP (*only the more serious/ complex cases should be referred to the AMP. A rationale should be provided for this referral*)** | | | | | | *Y/N* | |
| **Penalties available to 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 available to 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.** | | | | | |  | |
| **Refer to an appropriate workshop or individual tutorial with the Student Development and Study Skills Service**  *(this is recommended in addition to any decision made under penalties a) to d) if a finding of academic misconduct is made)* | | | | | |  | |
| **AMO’s/ Chair of the AMP’s signature:** | |  | | | | | |
| **Does the case require referral to the Cause for Concern Panel under the Fitness to Practise Procedure?** | | | | | | | *Y/ N/ N/A* |

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)