**UNIVERSITY OF SOUTH WALES**

**Suspected Academic Misconduct Cover Sheet**

**Tutors - please complete the following information before submitting to the**

**relevant campus administration team**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name |  | | | | | | | | | |
| Student Number |  | | | | | | | | | |
| Module Leader Name |  | | | | | | | | | |
| Reporting Tutor’s Name |  | | | | | | | | | |
| Reporting Tutor’s | E-mail: | | | Extension No: | | | | | | |
| Module Title |  | | | | | | | | | |
| Module Code |  | | Assessment as per ICIS description | | | *ie coursework 1, report 1.* | | | | |
| Course title |  | | Name of course leader | | |  | | | | |
| Location of Study  *i.e. Treforest, Cardiff, Hong Kong, Bahrain* |  | | Faculty in which module is based | | |  | | | | |
| Year of study |  | | Assessment Period | | *i.e. first sitting, second sitting* | | | | | |
| Home, EU, or overseas student |  | |  | |  | | | | | |
| *The attached work has been examined by the tutor 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 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, available online on the following link: https://registry.southwales.ac.uk/student-regulations/academic-misconduct/* | | | | | | | | | | |
| 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 |  | |
| Date alleged unfair practice identified: | | | | | | | | | | |
| *As a minimum please include the following.*  *Please tick to confirm the information has been included* |  | The module descriptor | | | | | | | | |
|  | Assignment brief/examination paper | | | | | | | | |
|  | Source material (ie internet document or invigilator’s report) | | | | | | | | |
|  | Student’s work (ie Turnitin report or original submission highlighting areas of concern) | | | | | | | | |

**To be completed by campus administrative staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previous history of academic misconduct *(please attach documentation)* | | | | |
| Please attach: | Academic Misconduct Regulations |  | Summary of penalties |  |

**To be completed by AMO**

|  |  |  |
| --- | --- | --- |
| Name of AMO |  | |
| Date case passed to AMO |  | |
| Date AMO responded |  | |
| Initial review decision of AMO | No case to answer |  |
| AMO consider case |  |
| AMP consider case |  |
| Rationale for decision |  | |

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of AMO/AMP meeting: | | | | |  | | | | | | | | | | | | | | | | | | |
| Staff members present: | | | | | Explained by | | | | | | | | | | | | | | | | | | |
| Student in attendance | | | | | YES / NO | | | | | |  | | | | | |  | | | | | | |
| Student’s rights explained: | | | | | YES / NO | | | | | | Explained by: | | | | | |  | | | | | | |
| Nature of misconduct explained: | | | | | YES / NO | | | | | | Explained by: | | | | | |  | | | | | | |
| Any representation – friend/SU: | | | | | YES / NO | | | | | | Explained by: | | | | | |  | | | | | | |
| Student’s explanation: | | | | |  | | | | | | | | | | | | | | | | | | |
| Has the student inadvertently committed academic misconduct through poor academic practice? | | | | | | | | | | | | | | | 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 | | | | | | | | | | | | | | | | | | | | | |  | |
| Poor academic practice – advise the student to speak to an appropriate academic member of staff | | | | | | | | | | | | | | | | | | | | | |  | |
| **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, | | | | | | | | | | | | | | | | | | | | | |  | |
| **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 may be given in addition to any decision made under a) to d)* | | | | | | | | | | | | | | | | | | | | | |  | |
| **Signed:** | | | | | | | | | | | | | | | | | | | | | | | |
| Student signature | | | | | | | | | Signed: | | | | | | | | | | | | | | |
| AMO | | | | | Signed: | | | | Date of meeting | | | |  | | | | | | | | | | |
| Chair of the Academic Misconduct Panel | | | | | Signed: | | | | | Date of Panel | | |  | | | | | | | | | | |
| Does the seriousness of the case require referral to the Cause for Concern panel? | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | | | |  | | | | | | | No | | | | |  | | | | | | | |

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