

Please refer to the Academic Integrity Policy and related Procedure before completing this report.

Where an academic staff member suspects there has been a breach of academic integrity, this suspicion needs to be supported by available evidence (refer Section 4 Academic Integrity Procedure). Having collated the evidence and confirmed their suspicion of academic misconduct, the lecturer will complete Part A of this form and notify the Head of School.

Please note that if the case is formally investigated the student will be provided with a copy of this report.
Where more than one student is involved please complete a form for each student.

PART A:
For completion by the marker or subject coordinator before referring to Head of School

1. STAFF DETAILS

Name of staff member reporting the suspected breach:	
Role: e.g. marker, lecturer, subject coordinator	
Name of Head of School:	

2. STUDENT & SUBJECT DETAILS

Where more than one student is involved please complete a form for each student.

Student ID:	
Student Name: First Name FAMILY NAME	
Subject Code & Name:	
Name of assessment affected and proportion of the subject:	
Face value mark for work:	

3. DESCRIPTION OF THE BREACH

Provide a summary of the reasons for suspecting academic misconduct and details of any evidence gathered to date. Include an estimate of any benefit to the student's mark from plagiarised sections or other academic misconduct.

4. CHECKLIST

The following must be included in Section 3 above or accompany this form:

Details of any previous advice given to the student by you	
Details of any previous warning given to the student	
A copy of the affected work with relevant sections highlighted	
Copies of any source documents identified with relevant sections highlighted. Where this information is included in a text-matching software report, a separate copy is not necessary	
Comments of the marker, if relevant	
The face-value mark awarded. If no face-value mark is supplied please provide an explanation and inform the Head of School as soon as it is available.	
A copy of the Assessment Brief	

5. ANY FURTHER COMMENTS

Signature _____

Date _____

PART B: For completion by the Head of School

6. PREVIOUS BREACHES

Has the student previously breached Academic Integrity policy?:
Head of School to check the Confidential Academic Misconduct Register

YES

NO

7. OUTCOME OF HEAD OF SCHOOL INVESTIGATION OF THE CASE

NATURE OF THE BREACH: *Please check or tick the appropriate description*

Plagiarism	
Misunderstanding of academic conventions	<input type="checkbox"/>
Poor academic practice	<input type="checkbox"/>
Plagiarism – not one of the above <i>(Please provide details for 'not one of the above')</i>	<input type="checkbox"/>
Collusion	<input type="checkbox"/>
Examination Breach of the requirements of academic integrity in an examination	<input type="checkbox"/>
Other <i>(Please provide details for 'Other')</i>	<input type="checkbox"/>



ACTION TAKEN/PENALTY: *Check or tick as appropriate*

1. Plagiarism, collusion and other academic misconduct	
Student counselled about appropriate academic practice	<input type="checkbox"/>
Piece of work marked, taking into account the deficiencies in achieving intended learning outcomes	<input type="checkbox"/>
Student provided with the opportunity to resubmit the work Was a maximum mark imposed?:	<input type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO
Zero marks awarded for the piece of work	<input type="checkbox"/>
Fail grade awarded for the whole subject Special /supplementary examination recommended?:	<input type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO
Matter will be referred to the Student Misconduct Committee	<input type="checkbox"/>
2. Academic misconduct in examinations	
Zero marks awarded for the examination	<input type="checkbox"/>
Fail grade awarded for the whole subject Special /supplementary examination recommended?:	<input type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO
Matter will be referred to the Student Misconduct Committee	<input type="checkbox"/>

Provide any further details and reasons for the action taken.

Has a copy of this proforma been sent to the student?: YES NO

Signature _____ **Date** _____

Breach entered in Confidential Register:

Signature: _____ Date: _____