

8.2

ACADEMIC MISCONDUCT REPORTING FORM

**Suspected Academic Misconduct Reporting Form**

Please refer to the main Academic Misconduct Regulations and Procedure (8.1) within the Academic Handbook. [Academic Handbook Ah1\_08 (cardiffmet.ac.uk)](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_08.aspx) for full details relating to Academic Misconduct processes or outcomes.

Any queries regarding the reporting of Academic Misconduct, please contact the Appeals and Unfair Practice Team via aup@cardiffmet.ac.uk

|  |  |
| --- | --- |
| **Student name:** |  |
| **Student ID number:** |  |
| **Programme:** |  |
| **Module Title & number:**  |  |
| **Module element:**  |  |
| **Assessment Mark** (please use this space to indicate the mark awarded had alleged academic misconduct not been suspected) |  |
| **Submission deadline:** |  |
| **Date submitted to TII:** |  |
| **Turnitin Similarity %:**  |  |
| **Moodle Submission Link** (please add full Moodle hyperlink where submission was made) |  |
| **Module** **Leader:** |  |
| **Programme Director:** |  |

**BACKGROUND TO THE CASE**

The alleged academic misconduct relates to the Academic Misconduct Regulations and Procedure, Paragraph 2:

|  |
| --- |
| 2.1 Plagiarism |[ ]
| 2.1 Essay mills / Authenticity / Inappropriate use of AI - **NB if Authenticity / use of AI is in question an interview must be conducted with the student prior to submission of this form.** |[ ]
| 2.2 Collusion **NB if collusion is suspected an interview must be conducted with all students involved in the allegation prior to the submission of this form.** |[ ]
| 2.3 Manipulating or evading academic integrity processes or software |[ ]
| 2.4 Falsification |[ ]
| 2.5 Failure to comply with controlled conditions  |[ ]
| 2.6 Impersonation of an examination candidate or allowing oneself to be impersonated |[ ]
| 2.7 Attempting to bribe an invigilator or other assessor |[ ]
| 2.8 Attempting to remove examination booklets from an examination hall or classroom |[ ]

|  |
| --- |
| **Please provide details of the misconduct issue, including areas of concern within the assessment:****Please provide a brief description of guidance/information provided to students on this module/programme about academic misconduct:****Please provide a brief description of the assessment requirements:****Are there any areas where we would expect to see coincidental matches? If so, please provide details i.e. legal statute, financial data, permitted use of exemplars and re-use of own work:****Interview summary if appropriate:** |
| **Is this a reassessment ?** | Choose an item. |
| **Does the student have any previous offences?** | Choose an item. |
| **Have you interviewed the student?** NB Please include all interview notes with this form. | Choose an item. |
| **Recommended Penalty**  | Choose an item. |
| **Deputy/Associate Dean or appointed nominee****Sign And Date:** |  |

**Please send this completed, signed form (signed by school academic misconduct rep), along with a copy of the Full Turnitin report, a text only version of the Turnitin report and interview minutes (where appropriate) to** **AUP@cardiffmet.ac.uk**

**Incomplete forms, or allegations without the appropriate paperwork will be returned to the school.**