Academic Misconduct Report Form

STRICTLY CONFIDENTIAL

Suspected cases of academic misconduct should be discussed with the Course Organiser and reported to the relevant School Academic Misconduct Officer (SAMO) in the first instance. The SAMO will decide whether the case can be handled at School level or should be referred to the College Academic Misconduct Officer (CAMO).

PART ONE: For completion by the marker or course organiser before referring a case to the SAMO.

Please note that if the case is formally investigated the student(s) will be provided with a copy of this report.

1. Staff details:

Name of staff member reporting the suspected offence
______________________________________________________________________________

Role (e.g. course organiser/marker)                                                                 _______________________________________

Name of SAMO                                                                 _____________________________

2. Student details

Please provide the following information:

Student name                                                                 _____________________________

Matriculation number                                                                 _____________________________

Programme and year of study                                                                 _____________________________

Course affected (credits)                                                                 _____________________________

Name of assessment affected and proportion of course                                                                 _____________________________

Face value mark for work                                                                 _____________________________

Personal Tutor                                                                 _____________________________
3. **Additional course details**

Name of Convener of Course
Board of Examiners

Name of Convener of Progression
Board of Examiners
(if different from above)

4. **Brief summary of the reasons for suspecting academic misconduct and details of any evidence gathered to date.** Please include an approximate estimate of any benefit to the students’ mark from plagiarised sections (please quote as a percentage of the total available mark):

4. **Checklist**

The following must be included in Section 4 (above) or accompany this form:

- Details of any previous advice or warnings 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 Turnitin report, a separate copy is not necessary
- Comments of the marker, if relevant
- Clear notes in plain English explaining the evidence currently available (Section 4 completed)
- The face-value mark awarded

*NOTE: If no face value mark is supplied please provide an explanation and inform SAMO as soon as it is available.*
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Any further comments:

Signature ___________________________ Date ________________

PART TWO: For completion by the SAMO

5. SAMO decision
   A. Dealt with by SAMO [ ] (go to section 7 below)
   B. Referred to CAMO [ ] (go to section 6 below)

Please confirm:

- that the Course Organiser is aware of this referral [ ]
- that you have informed the Convener of the relevant Board of Examiners [ ]

6. Referral to the College Academic Misconduct Officer (CAMO)*

Comments of SAMO on the case, including reason(s) for referral to the CAMO.

*If you are referring to the CAMO, please send all documentation to the Academic Misconduct Administrator in the College Office.

Please confirm that you have included all relevant documentation to date, including those items listed at section 4 above: [ ]

Signature ___________________________ Date ________________

[D:02/24/01]
7. **Outcome of SAMO investigation of the case.**

Outline your decision and action taken

Signature ___________________________ Date ____________