

Academic Misconduct Report Form



THE UNIVERSITY
of EDINBURGH

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.

ALL FIELDS MUST BE COMPLETED

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

Student's School

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



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3. Additional course details

Name of Convener of Course
Board of Examiners
(Please contact the
Course Administrator for this information)

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 given to the student (please include a copy of the relevant excerpt from the course/programme handbook)	
Details of any previous 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 the 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:



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Signature

Date

7. Outcome of SAMO investigation of the case.

Outline your decision and action taken

Signature

Date