# ACADEMIC MISCONDUCT INVESTIGATION FORM

**Instructions for completion of Academic Misconduct Investigation Form**

In **all** cases **SECTION A** must be completed

Where alleged academic misconduct is identified other than in an examination setting, the module tutor should seek to document the evidence of academic misconduct as thoroughly as possible and collect appropriate evidence. The module tutor must completethe relevant parts of **SECTION B** and submit the Academic Misconduct Investigation Form to the relevant Academic Misconduct Co-ordinator.

Where alleged academic misconduct is identified in an examination setting, the invigilator should inform the student (preferably in the presence of a witness) that the circumstances will be reported and where appropriate the invigilator shall confiscate and retain evidence relating to the allegation. The invigilator must complete the relevant parts of **SECTION C** and submit the Academic Misconduct Investigation Form to the relevant Academic Misconduct Co-ordinator.

**SECTION A: STUDENT AND MODULE DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | **Student No:** |  |
| **Programme of Study:** |  | **Campus:** |  |
| **Institute/Academic Discipline/Centre:** |  | **Level of study:** |  |

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| --- | --- | --- | --- |
| **Module Code:** |  | **Module Credit Value:** |  |
| **Module Title:** |  | | |

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| **ALLEGATION OF ACADEMIC MISCONDUCT OTHER THAN IN EXAMINATIONS** – Complete **SECTION B** and submit the Academic Misconduct Investigation Form to the relevant Academic Misconduct Co-ordinator who may then submit the completed form to the Academic Office if the evidence is deemed sufficient.  **ALLEGATION OF ACADEMIC MISCONDUCT IN EXAMINATIONS** – Complete **SECTION C** and submit the Academic Misconduct Investigation Form to the relevant Academic Misconduct Co-ordinator who may then submit the completed form to the Academic Office if the evidence is deemed sufficient. | |
| **(for email)**  Email: [aocases@uwtsd.ac.uk](mailto:aocases@uwtsd.ac.uk)  Subject: Academic Misconduct | **(for post)**  Academic Office  (Ref: Academic Misconduct)  University of Wales Trinity Saint David  College Road  Carmarthen  SA31 3EP |

**SECTION B: ALLEGATION OF ACADEMIC MISCONDUCT OTHER THAN IN EXAMINATIONS**

|  |  |  |
| --- | --- | --- |
| **Assessment Component:** |  | |
| **Assessment Weighting:** |  | **First sit / Re-sit** |
| **Details of Alleged Academic Misconduct:**  (this box will expand as you type) | | |
| **Evidence of Alleged Academic Misconduct:**  (please reference or attach any material viewed as relevant)  (this box will expand as you type) | | |
| **Module Tutor Name:**  **Module Tutor Signature:**  **Date:** | | |
| **Allegation investigated by Academic Misconduct Co-ordinator.**  **Comments:**  **Name of Academic Misconduct Co-ordinator:**  **Signature of Academic Misconduct Co-ordinator:**  **Date:** | | |
| **Extent of alleged academic misconduct:** (tick as appropriate)  **Minimal**  **Minor**  **Moderate**  **Serious**  **Severe**  *See notes for further guidance on determining the extent of alleged academic misconduct other than in examinations.* | | |

**Remember to return the completed form to the Academic Office.**

**SECTION C: ALLEGATION OF ACADEMIC MISCONDUCT IN EXAMINATIONS**

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| --- | --- | --- | --- |
| **Title of Paper:** |  | **Location:** |  |
| **Date of Examination:** |  | **Time of Examination:** |  |
| **Assessment Weighting:**  (if known) |  | **First sit / Re-sit** | |
| **Details of Alleged Academic Misconduct:**  (this box will expand as you type) | | | |
| **Evidence of Alleged Academic Misconduct:**  (please reference or attach any material viewed as relevant)  (this box will expand as you type) | | | |
| **Invigilator Name:**  **Invigilator Signature:**  **Date:** | | | |
| **Allegation investigated by Academic Misconduct Co-ordinator.**  **Comments:**  **Name of Academic Misconduct Co-ordinator:**  **Signature of Academic Misconduct Co-ordinator:**  **Date:** | | | |
| **Level of alleged academic misconduct: (tick as appropriate)**  **Level 1: Unauthorised information (information which is general).**  **Level 2: Communicate with any other person.**  **Level 3: Unauthorised information (information which is specific to the examination).**  **Level 4: Impersonate another student or be impersonated by another.**  **Other: Ensure full explanation is provided in outline of alleged academic misconduct above.**  **See notes for further guidance on determining the level of alleged academic misconduct in examinations.** | | | |

**Remember to return the completed form to the Academic Office.**

**SECTION D: TO BE COMPLETED BY STUDENT**

You are required to respond to this allegation of academic misconduct **within 14 days of the date you are notified of the allegation** by completing Section D and returning the form to the Academic Office (Ref: Academic Misconduct), University of Wales Trinity Saint David, College Road, Carmarthen, SA31 3EP (or email to [aocases@uwtsd.ac.uk](mailto:aocases@uwtsd.ac.uk)). If you fail to respond the deadline**,** it will be understood that you have accepted the allegation of academic misconduct.

|  |
| --- |
| **Student name:**  **Student number:** |
| **Please indicate whether you accept or deny the allegation(s) of academic misconduct** (tick as appropriate)**:**  **ACCEPT**  **DENY** (Please read the notes below)  **If you wish to deny the allegation(s) you MUST provide a written explanation of the reasons for denying the allegation(s) in the box below and attach copies of any relevant evidence.**  **Please note that if you do not provide a written explanation in the box below, or if you merely state that you are denying the allegation, it will be assumed that you are ACCEPTING the allegation.**  **Please note that if your explanation relies solely on a claim that the academic misconduct was committed unintentionally or accidently or that the academic misconduct was committed due to mitigating circumstances or a long-term impairment, it will be assumed that you are ACCEPTING the allegation.** |
| **Reasons for denying the allegation(s):**  (this box will expand as you type) |
| **Student signature:**  **Date:** |

**Note to students: The University will normally provide you with any updates on academic misconduct procedures and an outcome by email; therefore it is important that you check your University and personal email accounts regularly.**

**Notes for guidance in completion of this form**

It is academic misconduct to commit any act, intentional or otherwise, whereby a person may obtain for himself/herself or for another, an unpermitted advantage, which may or may not lead to a higher mark or grade than his/her abilities would otherwise secure.

**Identifying allegations of academic misconduct other than in examinations**

When a module tutor suspects academic misconduct other than in an examination - in relation, for example, to assessed coursework, dissertations or theses - the tutor shall seek to document the evidence of academic misconduct as thoroughly as possible. In all cases, references to specific types of alleged academic misconduct (e.g. plagiarism, collusion, cheating, self-plagiarism, contract cheating) should be avoided and the generic term “academic misconduct” used.

The module tutor shall complete Section A and the relevant parts of Section C of the Academic Misconduct Investigation Form (clearly listing instances of alleged academic misconduct within the work, noting where sentences/paragraphs match to other text without appropriate referencing) and submit the form along with a copy of any relevant evidence to the relevant Academic Misconduct Co-ordinator for further investigation. If it is concluded that there is sufficient evidence to support the allegation of academic misconduct, then the Academic Misconduct Co-ordinator should indicate the extent of alleged academic misconduct and submit the completed form to the Academic Office.

Where it is difficult to document the evidence of academic misconduct (such as when a student is suspected of not having produced the work him/herself), the Academic Misconduct Co-ordinator should convene an oral examination to determine whether or not there is sufficient evidence of academic misconduct to proceed with the allegation.

The procedures for viva examinations are set out in Academic Misconduct Policy. If, following the viva examination, it is determined that there is sufficient evidence to support the allegation of academic misconduct, the findings of the viva examination should be submitted with the completed form as evidence.

***Note on determining the extent of alleged academic misconduct other than in examinations***

For alleged academic misconduct in written work, the extent of alleged academic misconduct is determined by the percentage of report subject to academic misconduct:

Minimal: Less than 5%.

Minor: Between 5% and 20%.

Moderate: Between 21% and 50%.

Serious: Between 51% and 85%.

Severe: More than 85%.

The Turnitin similarity index should be amended to exclude instances which are not considered academic misconduct (e.g. correctly referenced quotations, single words or phrases) to produce a **relevant percentage** which reflects **actual** **alleged** academic misconduct.

For alleged academic misconduct in non-examination assessments other than written work and where a viva examination has been conducted, the extent of alleged academic misconduct should be determined by considering the proportion of the assessment task which includes alleged academic misconduct:

Minimal: Less than one tenth of the task.

Minor: More than one tenth, but less than one quarter of the task.

Moderate: Between one quarter and one half of the task.

Serious: More than half of the task.

Severe: All or almost all the task.

Where the alleged academic misconduct concerns the veracity of information presented by a student either in, or regarding, an assessment or with regard to a claim for mitigating circumstances, the extent of alleged academic misconduct should be determined as follows:

Serious: The student is suspected of fabricating data which underpins the assessment or is suspected of making false claims to have carried out research which underpins the assessment.

Severe: The student is suspected of presenting false information or documentation for mitigating circumstances.

**Identifying allegations of academic misconduct in examinations**

An invigilator who considers, or suspects, that a student is engaging in an academic misconduct during an examination shall inform the student, preferably in the presence of a witness, that the circumstances will be reported. Failure to give such a warning shall not however prejudice subsequent proceedings. The invigilator will also inform the student that he/she may continue with his/her current, and any subsequent, examination(s) without prejudice to any decision which may be taken.

Where appropriate, the invigilator shall confiscate and retain evidence relating to the alleged academic misconduct during an examination, so that it is available to any subsequent investigation. The invigilator shall complete Section A and the relevant parts of Section B of the Academic Misconduct Investigation Form and submit the form along with any confiscated evidence to the relevant Academic Misconduct Co-ordinator for further investigation. If it is concluded that there is sufficient evidence to support the allegation of academic misconduct, then the Academic Misconduct Co-ordinator should indicate the level of alleged academic misconduct and submit the completed form to the Academic Office.

***Note on determining the level of alleged academic misconduct in examinations***

Level of alleged academic misconduct is determined by the nature of the allegation:

Level 1: The student possesses an unauthorised source of information which cannot be shown to be specifically linked to the examination.

Level 2: The student communicates with any other person (including electronically) during the examination, unless as authorised by an invigilator.

Level 3: The student possesses an unauthorised source of information which is specifically linked to the examination.

Level 4: The student impersonates another student or is impersonated by another person in the examination.

Where the nature of the allegation is such that it is not covered by the four levels outlined above, the ‘Other’ box should be ticked and a full explanation given in the section ‘Detail of Alleged Academic Misconduct’.

The Academic Misconduct Co-ordinator must submit the completed form to the Academic Office who will, where appropriate, contact the student to outline the final allegation of academic misconduct.

**THIS DOCUMENT IS ALSO AVAILABLE IN WELSH**