Please fill in the form and email with all relevant evidence to [academic.misconduct@stmarys.ac.uk](mailto:academic.misconduct@stmarys.ac.uk)

Please enter details about the student below:

|  |  |
| --- | --- |
| Full name: | Regnum: |
| Course Title: | Module Code: |
| School of: | Module Title: |
| Assessment type and weighting: | Course Lead: |
| Assessment attempt: e.g. 1st, 2nd, 3rd | Assessment Date: |
| Core module: Yes / No | Date of Referral: |
| Epigeum completed: Yes / No | Academic who will attend hearing: |

Please highlight the type of possible academic misconduct within the work. You may wish to delete the reasons that are not relevant. Please ensure you provide a copy of the Turnitin Similarity Report with all referrals as a PDF document. This list in in accordance with [Section G, 29 – 30 of the Academic Regulations](https://www.stmarys.ac.uk/policies/academic-regulations.aspx#AcademicMisconduct)

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| **Level of Academic Misconduct** | **Type of academic misconduct** | **Evidence** |
| Low | 1. Use of sources without quotation marks but referenced in the bibliography | * Turnitin Report * Relevant matched source * Other |
| Low | 1. Self-plagiarism | * Turnitin Report * Relevant matched source * Other * Confirmation the programme made students aware of self-plagiarism |
| Low | 1. Collusion | * Turnitin report for each student involved * NB. a referral form should be completed for each student |
| Low | 1. Obtaining an unfair advantage for another student | * Turnitin report for each student involved * Timeline of when each student submitted their work * NB. a referral form should be completed for each student |
| Low | 1. Plagiarism (copying from sources without referencing appropriately) | * Turnitin Report * Relevant matched source * Other |
| Medium | 1. Unauthorised material in an examination | * Invigilator’s report * Evidence of confiscated materials * Statement from the person who saw the misconduct * Turnitin Report (if applicable) |
| Medium | 1. Contracting another source to produce work and/or use of artificial intelligence | * Turnitin Report * Specific examples of where concerns are within the assessment * Result from Turnitin’s Authorship tool (AILs have access) * Confirmation of which rule the programme have opted for as stated in the [AI Policy](https://www.stmarys.ac.uk/policies/ai.aspx) |
| Medium | 1. Breach of ethics or ethical procedures | * Information given from the programme about the need for ethical approval * Communication with the student regarding the need for ethical approval |
| Medium | 1. Use of another person’s copyrighted materials, property of ideas presented in appropriately as the student’s own work | * Turnitin Report * Evidence of the copyrighted materials |
| Medium | 1. Falsification or fabrication of research of practical work data/ results/ interviews etc | * Turnitin Report * Evidence of the falsified/fabricated data |
| Medium | 1. Obtaining or seeking questions in advance of a formal timed assessment | * Evidence of asking for or receiving the questions |
| Medium | 1. Falsification or fabrication of materials related to work placements/ work place learning | * Turnitin Report * Evidence of the falsified/fabricated documents |
| High | 1. Allowing another person to impersonate the student | * Statement explaining the impersonation |
| High | 1. Impersonating another student for an assessment | * Statement explaining the impersonation |
| High | 1. Bribing or attempting to bribe a person to have an influence on an assessment outcome | * Statement explaining the bribe/attempted bride |

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| Please provide a summary of the suspected academic misconduct. Please be as detailed as possible and include details of any particular areas of concern. Please also state what academic writing support has been given on the module and programme so far for the student to access. |
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Checklist for the staff making the referral:

* Ensure you have made the student aware their work is being referred to an academic misconduct panel for investigation
* You can discuss the case with the student ahead of the hearing, in relation to academic writing and skills, but do not question them on how they wrote the assessment or how you think the possible academic has come about. That is for the role of the panel
* Ensure the work has been marked in line with the module’s marking criteria and a mark has been entered into the system, the Academic Misconduct Team will make any adjustments necessary within the record system
* For low level infringements, ensure you have followed the Poor Academic Practice (PAP) guidance in terms who and when to refer a case to university level. Please note that cases that fall under the PAP guidance will be referred back for the programme to deal with in line with the published guidance