**ACADEMIC MISCONDUCT**

**Staff Referral Form**

*Please fill in the form and email with all relevant evidence to* *academic.misconduct@stmarys.ac.uk*

*You are encouraged to contact the student and explain your concerns about their academic practice. Please provide all necessary feedback to the student and direct them to Learning Development Lecturers. All efforts should be made to offer guidance to students on good academic practice for their assignments before and after the outcome of the referral.*

Please enter details about the student below:

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

Please highlight the type of possible academic misconduct within the work.

|  |  |
| --- | --- |
| **Type of academic misconduct** | **Evidence** |
| Plagiarism | Turnitin ReportRelevant matched sourceOther  |
| Collusion | Turnitin reportInformation about all students involved |
| Giving unfair advantage | Turnitin ReportInformation about all students involved |
| Falsification or Fabrication |  |
| Impersonation |  |
| Examination Misconduct | Copy of invigilators reportEvidence of confiscated materialsStatement from person who saw the misconduct |
| Self-plagiarism | Turnitin report |
| Unethical Research Behaviour |  |
| Other |  |

|  |
| --- |
| 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 ensure you provide a copy of the Turnitin Similarity Report with all referrals as a PDF. This referral form will be sent to the student as part of their call to hearing documentation.