**Academic Misconduct Report Form**

This form is used to record the consideration of allegations of Academic Misconduct.

When completing the form, the requirements of *Annex 10 of the Credit Framework*, *Academic Misconduct: Principles and Procedures* and its associated Appendices must be considered.

*Annex 10* *Academic Misconduct: Principles and Procedures:*

<https://www.kent.ac.uk/teaching/qa/credit-framework/documents/cf2020-annex10-academic-misconduct.pdf>

*Appendix A - Exemplar Offences and Penalties:*

<https://www.kent.ac.uk/teaching/qa/credit-framework/documents/cf2020-annex10-appendixa-offences-penalties.pdf>

*Appendix B Academic Misconduct Penalties:*

<https://www.kent.ac.uk/teaching/qa/credit-framework/documents/cf2020-annex10-appendixb-misconduct-penalties.pdf>

**Sections of the Form**

The form is designed to follow the stages of consideration for allegations of Academic Misconduct:

* Section A Student Details
* Section B Referral – To be completed where an allegation of Academic Misconduct having been informally considered is being referred to the Chair of the Academic Misconduct Committee for formal consideration.
* Section C Formal Stage – To be completed in order to record the outcome of the Formal investigation of an allegation of Academic Misconduct.
* Section D Academic Misconduct Committee Hearing Stage – To be completed in order to record the outcome of any hearing of an allegation of Academic Misconduct by an Academic Misconduct Committee.

**Stages of Investigation**

The process for carrying out each stage of an investigation are detailed in *Annex 10* of the *Credit Framework*, sections **6.2** and **6.3**.

Specific guidance for managing allegations related to First Offence – Inadvertent Plagiarism/Self-Plagiarism cases for UG Stage 0/Stage 1 students and Second Offence Inadvertent Plagiarism/Self-Plagiarism cases for UG Stage 0 students only, is detailed at **6.3.4.**

**Completion of the Form**

The form should be completed by the relevant member staff as outlined in *Annex 10* of the *Credit Framework* sections **6.2.1**, **6.2.2** and **6.3**.

* Where a case is being referred to the Chair of the Academic Misconduct Committee, following the informal investigation of an allegation related to Coursework Assessment/Non-invigilated Remote Examination or Test, this is normally the marker.
* For other types of offences, this is the relevant member of staff involved.
* For a suspected offence in an examination hall, this is the Central Student Administration Office (CSAO).
* For the formal investigation of an allegation, this is the Chair of the relevant Academic Misconduct Committee in the Division.
* Persons completing the form should bear in mind that the form may be seen by the student, staff dealing with appeals, and the Office of the Independent Adjudicator for Higher Education.

**Please Note:**

It may be appropriate for the secretary to the relevant Academic Misconduct Committee

to provide support in the completion and distribution of this form.

**Retention of the Form**

This form and a record of the final outcome of the allegation must be retained by the secretary of the relevant Divisional Academic Misconduct Committee.

Where it reaches the formal stage, the form must be retained in line with the University’s Documentation Retention and Archiving Policy.[[1]](#footnote-2)

**Section A**

1. **Student Details:**

|  |  |
| --- | --- |
| **Name of Student** |  |
| **Student’s School / Dept.** |  |
| **Student’s Division** |  |
| **UKC Number & Login** |  |
| **Course of Study** |  |
| **Study Level (UG/PGT)** |  |
| **Stage /Year of Study (for PGR)** |  |
| **Campus** |  |
| **Module(s) Affected (if relevant)** |  |
| **Inclusive Learner Plan** |  |
| **Case ID**  *(for completion by the Secretary at the formal stage, if required)* |  |

**Section B**

1. **Referral**

Where it is considered, after informal investigation, an allegation of Academic Misconduct requires formal consideration, this section should be completed to outline the preliminary steps taken to investigate the matter and the reasons for the referral.

**1.1 Alleged Offence**

Please detail the nature of the alleged offence using the drop-down list below:

Choose an item.

If “Other” is selected, please give details:

Definitions of offences can be found in ***Annex 10 of the Credit Framework***, **Section 2.2**

<https://www.kent.ac.uk/teaching/qa/credit-framework/documents/cf2020-annex10-academic-misconduct.pdf>

**1.2 Details of Preliminary Investigation**

|  |
| --- |
| **Please provide a brief summary of the reasons for suspecting academic misconduct and details of any evidence gathered to date** |
|  |

**1.3 Evidence**

The following is an **indicative** list of evidence / information, which should be provided to support the above summary. The specific evidence required will vary in relation to the nature of the case.

* A copy of the affected assessment with relevant sections highlighted (where applicable)
* The mark applied to the assessment (where applicable)
* OPTIONAL: The mark to be awarded should the portions under investigation be disregarded

**Please Note:** Where the suspected offence occurs **in an examination hall**, the relative examination misconduct procedure should be followed and the related incident report forms **must** be provided as part of the evidence submitted to the Academic Misconduct Committee.

**1.4 Referral**

|  |
| --- |
| **Please provide a brief summary and rationale for your decision to refer the case to the Chair of the Academic Misconduct Committee:** |
|  |

|  |  |
| --- | --- |
| **Name of Investigating Staff Member** |  |
| **Name of Referring Staff Member** *(if different from above)* |  |
| **Position/Role** |  |
| **School** |  |
| **Division** |  |
| **Date of Referral** |  |

**Section C**

1. **Formal Review by Chair of the Academic Misconduct Committee**

Following referral, the Chair of the Academic Misconduct Committee will complete a formal review of the allegation of academic misconduct and associated evidence.

The Chair will determine if there is a case to answer and, if so, apply the appropriate penalty in line with the guidance provided in *Annex 10 of the Credit Framework* and its *Appendices*.

The Chair will take into consideration whether this is a repeat offence. Details of any previous warnings given to the student (information on these should be requested from the relevant secretary to the Academic Misconduct Committee) should be provided below.

1. **Outcome of Formal Review of the Case**

Details of the formal investigation of the case to be provided here. Where a First Offence–Plagiarism/Self-Plagiarism – UG Stage 0/Stage 1 or a Minor Offence or a Second Offence-Plagiarism/Self-Plagiarism – UG Stage 0 offence are considered to have taken place, the penalty applied must be consistent with those listed in *Appendix B,* of *Annex 10* of the *Credit Framework - Exemplar Offences and Penalties.*

|  |  |
| --- | --- |
| **No Case to Answer** | *(please tick)* |
| **First Offence–Plagiarism/Self-Plagiarism – UG Stage 0/Stage 1** | *(please tick)* |
| **Minor Offence** | *(please tick)* |
| **Significant Offence** | *(please tick)* |
| **Serious Offence** | *(please tick)* |

|  |
| --- |
| **Please provide a brief summary of your decision and the reasons for this (please indicate where this is a repeat offence):** |
|  |

|  |
| --- |
| **For the following cases:**   * **No Case to Answer** * **First Offence–Plagiarism/Self-Plagiarism – UG Stage 0/Stage 1** * **Minor Offence**   **Please provide details of the specific penalty applied. If it is determined there is no case to answer, please state this here:** |
|  |

|  |  |
| --- | --- |
| **For:**   * **Significant Offence** * **Serious Offence**   **Please refer to the Academic Misconduct Committee for consideration and confirm the date of the referral below** (*Section D of this form to be completed following the Academic Misconduct Committee Hearing*) | |
| **Date of Referral** |  |

|  |  |
| --- | --- |
| **Name of Chair of Academic Misconduct Committee** |  |
| **School** |  |
| **Division[[2]](#footnote-3)** |  |
| **Date** |  |

**Following Completion of Part 2, above, confirm that:**

|  |  |  |
| --- | --- | --- |
|  |  | **Yes/No/NA** |
| **1.** | **The student has been informed of the formal investigation of academic misconduct, including details of the alleged offence(s) and the outcome of their consideration** *(where these lead to a hearing, the student should be informed of the hearing date and procedure).* |  |
| **2.** | **The student has been informed of the procedure and timescales for contesting or appealing any Penalty applied by the Chair.** |  |
| **3.** | **The student has been referred for Academic Integrity Training** *(for Minor/Significant/Serious offences)* |  |
| **4.** | **The student has been referred for Academic Practice Guidance** *(for First Offence–Plagiarism/Self-Plagiarism – UG Stage 0/Stage 1 offences)* |  |
| **5.** | **A formal warning has been issued to the student where a penalty has been applied** *(for Minor Offences only)* |  |
| **6.** | **For Minor Offences – the Chair of the Board of Examiners has been informed of the outcome** |  |
| **7. 7.** | **For Serious/Significant Offences – the case has been referred to the Academic Misconduct Committee.** |  |

**Section D**

1. **Academic Misconduct Committee Hearing**

A meeting of the Academic Misconduct Committee will be held where it is considered that an offence is serious, or significant (including repeat offences with the exception for Stage 0 students noted at *6.3.4 ix* in *Annex 10*) and where a student contests a penalty First Offence/Minor penalty applied within the timescales specified in *Annex 10 of the Credit Framework*. Hearings should be held in accordance with *Annex 10*, section 7.

1. **Reason for Hearing**

|  |  |
| --- | --- |
| **Serious Offence** | ***(please tick)*** |
| **Significant Offence** | ***(please tick)*** |
| **Contested Penalty** | ***(please tick)*** |

|  |  |
| --- | --- |
| **Date of Hearing** |  |
| **Name of Chair of Academic Misconduct Committee** |  |
| **School** |  |
| **Division** |  |

1. **Minutes of Hearing**

|  |
| --- |
| **Minutes of the Academic Misconduct Committee Hearing**  [Insert Minutes here or attach to this form] |
|  |

1. **Outcome**

Details of the Academic Misconduct Committee Hearing outcome should be provided here.

A record of, and evidence related to, the hearing should be retained by the Division, in line with University’s Documentation Retention and Archiving Policy.

Penalties applied should be consistent with those listed in *Appendix B,* of *Annex 10* of the *Credit Framework - Exemplar Offences and Penalties.*

|  |
| --- |
| **Please provide a summary of the Academic Misconduct Committee’s decision and the reasons for this (please indicate where this is a repeat offence):** |
|  |

|  |
| --- |
| **Please provide details of the specific penalty applied:** |
|  |

|  |
| --- |
| **For Contested Penalties please state whether this the same outcome or a different outcome to the original decision:** |
|  |

**Signature of Chair:**

**Date:**

**Following Completion of Part 4, above, please** **confirm that:**

|  |  |  |
| --- | --- | --- |
|  |  | **Yes/No/NA** |
| **1.** | **The student has been informed of the outcome of the Academic Misconduct Committee Hearing** |  |
| **2.** | **The student has been informed of the procedure and timescales for appealing the outcome of the Academic Misconduct Hearing** |  |
| **3.** | **The student has been referred for Academic Integrity Training** *(for Minor/Significant/Serious offences)* |  |
| **4.** | **The student has been referred for Academic Practice Guidance** *(for First Offence–Plagiarism/Self-Plagiarism – UG Stage 0/Stage 1 offences)* |  |
| **5.** | **A formal warning has been issued to the student where a penalty has been applied** *(for Minor/Significant/Serious offences)* |  |
| **6.** | **The Chair of the Board of Examiners has been informed of the outcome** *(for Minor/Significant/Serious offences)* |  |

|  |  |
| --- | --- |
| **Date Case Concluded** |  |

1. https://www.kent.ac.uk/teaching/documents/quality-assurance/guidance/pdf/qaco2020-retention-policy.pdf [↑](#footnote-ref-2)
2. If not the same as the Division considering the informal investigation [↑](#footnote-ref-3)