

# Academic Misconduct: Assessment and Report Form

AS-75

Planning and Quality Office  
Building 103, Room 108  
24 Princes St, Auckland 1010  
Ph: +64 9 373 7599 ext 84661  
Email: [quality@auckland.ac.nz](mailto:quality@auckland.ac.nz)

This form is to be used only in a case where academic conduct has been confirmed subsequent to an interview with the student concerned or when the student has refused to attend an interview. For further information, please refer to the Student Academic Conduct Statute.

## SECTION A: Initial Assessment and Report

Section A is to be completed by the course convenor, in conjunction with the tutor if appropriate. After completion of Section A, the form, with any relevant documentation, is forwarded to the Academic Head or nominee.

### 1. Student information

Student name:  ID number:

### 2. Incident

Date of initial identification of incident:

Course code: (Please enter in the standard form e.g. GEOG101)

Course title:

Assessment task:

Percent of final grade:  % Thesis/Research Portfolio (check box) ☐

### 3. Staff information (course convenor)

Academic Staff name:  UPI:

Position:  School or Department:

### 4. Nature of suspected academic misconduct

For information concerning academic misconduct, please refer to Section 2, Student Academic Conduct Statute.

Tick box, and briefly describe the misconduct.

- ☐ Plagiarism (e-source)
- ☐ Plagiarism (other source)
- ☐ Copying
- ☐ Data fabrication
- ☐ Submission of previously assessed material
- ☐ Other (specify)

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## 5. Extent of suspected academic misconduct

Quantity of academic misconduct as a percentage of the total work in question

%

Source of the academic misconduct (e.g. book title  
or website url)

Centrality of the dishonesty in the work in  
question (is it central or peripheral to the work?)

Compassionate considerations in the student's circumstances

## 6. Initial investigation and assessment

Date of interview(s) with student:

List of interview attendees:

Please note that in the event a student is not responsive to requests for either an interview, or to complete this form within a reasonable amount of time, the process will proceed with the student *in absentia*.

Summary from interview(s):

Please record facts only, not opinions or conclusions. Attach further information if needed.

The student should be advised that he or she may supply a comment in response and attach it to this form (see Section C).

Please refer to Section 3, Student Academic Conduct Statute, to assess whether the incident may be considered inadvertent or naïve OR deliberate and non-naïve.

This incident is initially assessed to be:

**Either** ☐ **Inadvertent or naïve**  
**or** ☐ **Deliberate and non-naïve**

Course convenor:

Signature:

Date:

**Refer this form to the Academic Head or nominee.**

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## SECTION B: Academic Head's Determination

To be completed by the Academic Head or nominee, in conjunction with the course convenor if appropriate.

The incident is assessed to be: ☐ **inadvertent or naïve** or ☐ **deliberate and non-naïve**

### Processing of incident:

1. If academic misconduct is inadvertent or naïve, the Academic Head or nominee should resolve the matter within the academic unit, usually through educative means. Marks may be adjusted.

2. If academic misconduct is deliberate and non-naïve, the Academic Head or nominee should determine if the offence is minor or major. To assist in making this determination, the **Register of Academic Misconduct** should be consulted to learn if there has been a prior offence.

Prior Offence ☐ yes ☐ no

This incident is determined to be ☐ minor ☐ major

### Part A for minor offences only

Academic units may impose the following penalties in cases of minor offences of academic misconduct:

- ☐ Reduction of grade for the work in question, including a grade of zero
- ☐ Cancellation of any previously given mark for the piece of work (ie, zero)
- ☐ The piece of work was not graded (ie, zero)
- ☐ Oral or written reprimand

### Part B for major offences only

- ☐ Referral to Discipline Committee

Academic Head or nominee's name:

Comments:

Signature:

Date:

### **For deliberate and non-naïve cases ONLY (both minor and major):**

### Approval/Referral by Faculty Associate Dean (or Dean of Graduate Studies)

Approved

☐

Name:

Signature:

Date:

Please note: Any penalties must be approved by an Associate Dean or, in the case of research exercises worth more than 30 points, the Dean of Graduate Studies. These parties must confirm that: i) The appropriate process was followed in coming to a decision about the penalty and ii) the imposed penalty is appropriate to the offence, taking into account all the evidence.

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## SECTION C: Student Declaration

To be completed by the student regardless of determination of offence.

☐ I have been shown this assessment and papers relevant to the incident. I am aware that the report entered in the University Register of Academic Misconduct will remain in the Register indefinitely unless directed otherwise by the Discipline Committee.

Comments:

Signature:

Date:

If the student fails to respond to the request for a signature within a reasonable length of time this process will be continued without the student's signature.

### Right of Review

If a student does not agree with the decision or penalty imposed, she/he has the right to request a review. Any such request must be notified in writing to the University Registrar within one calendar month of the decision or penalty being notified to the student. Full details of the review procedure may be found in the Student Academic Conduct Statute.

### Follow-up process:

Copy of completed and signed report provided to student

Date: \_\_\_\_\_

☐

#### EITHER:

For inadvertent or naïve offences AND deliberate and non-naïve offences of a **minor** nature:

Report entered in the University Register of Academic Misconduct

☐

Student Academic Services Manager retains a copy of this form, signed by the student, in a secure location with any accompanying documentation.

☐

#### OR:

For deliberate and non-naïve offences determined to be **major**:

Referred to the Discipline Committee. Hard copy of the report sent to the DVC(A) along with relevant documentation.

☐

*Enter report in the Register. If the case is considered by DC, the Register will be updated by the Secretary to the DC. If referred back to the Academic Head, the Register is updated by the Head.*