

Regent College London

Academic Misconduct Report Form

This form should be read and used in conjunction with the College's Academic Misconduct Procedure.

How to use the form

Part A

College staff who are marking summative assessments or invigilating examinations should use Part A of the form to record details of suspected academic misconduct and report these to the relevant Module or Programme Leader. It may also be used by internal or external verifiers for the same purposes.

Part B

The Module or Programme Leader should use the information in Part A to determine whether there was an intent to deceive, and whether the suspected offence is minor or serious having regard to the guidance in the Academic Misconduct Procedure

This decision should be recorded in Part B.

Where the Module or Programme Leader decides to proceed to a Programme or School hearing, Parts A and B should be sent to the student to help them understand the reasons for the hearing and to prepare for it.

Part C

Parts Ca and Cb of the form record the outcome of the Academic Misconduct hearing and the penalty applied, respectively. This part of the form is only for use for Higher National Diplomas; there is a separate (but similar) form which must be used for University of Bolton provision.

After the hearing, all parts of the form will be sent to the student and Assessment Board to convey the outcome of the hearing.

Completed forms for cases which result in an admission of academic misconduct by the student, or a finding by an Academic Misconduct hearing that misconduct has occurred, will be kept on the student's file.

Part A: details of the suspected academic misconduct

Student name		Student ID	
Academic year		Semester	
Course or Programme title		Course or Programme level	
Module/Unit code and title		Credit value	
Assessment component		Component weighting %	
Name of member of staff marking the assessment			
Type of academic misconduct suspected (please place an x in the relevant box)			
Plagiarism	<input type="checkbox"/>	Theft of work	<input type="checkbox"/>
Collusion	<input type="checkbox"/>	Bribery and blackmail	<input type="checkbox"/>
Fabrication of data	<input type="checkbox"/>	False declarations	<input type="checkbox"/>
Duplication	<input type="checkbox"/>	Misconduct in examination or ICA	<input type="checkbox"/>
Commissioning	<input type="checkbox"/>	Other – please specify	<input type="checkbox"/>
Details of suspected academic misconduct. Please provide as much evidence as possible, appended to the form if necessary, and <u>bear in mind that this form may be seen by the student at the next stage of the procedure.</u>			

Please send the completed Part A to the relevant Module or Programme Leader, who will use it to decide how to proceed.

Part B: decision to give an informal warning or proceed to a hearing

This part of the form should be completed by the relevant Module or Programme Leader.

Based on the information in Part A, and according to the College's Academic Misconduct Procedure, I have decided that...	
...no further action should be taken because there is no evidence of academic misconduct.	
...the student should be given an informal warning.	
...this is a minor offence which should proceed to a Programme Hearing.	
...this is a serious offence which should proceed to a School Hearing.	
Name of Module or Programme Leader	
Where the decision is not to take any further action, please provide an explanation in the box beneath. This may be used to provide feedback to the member of staff who raised the case, and/or inform the College's support for staff who mark student work.	

Please send the completed Parts A and B to Academic Services (academic.services@rcl.ac.uk)

Part Ca: outcome of the Programme or School Hearing

The remainder of this form is for use for Higher National Diplomas only. There is a separate form for University of Bolton provision.

This part of the form should be completed by the member of staff supporting the hearing.

The standard of proof required under this procedure is the balance of probabilities. This means that the panel has been satisfied that, on the evidence available, academic misconduct was more likely to have occurred than not to have occurred.

In reaching its decision on whether academic misconduct has occurred, the panel should disregard the student's previous record of academic misconduct.

Programme or School Hearing		
Date and time of the Hearing		
Membership of the panel		
Name of member of staff supporting the hearing		
Did the student attend the hearing?	Yes	
	No	
Summary of discussion at the hearing, including any mitigating circumstances.		
Does the student accept they have committed academic misconduct?	Yes	
	No	
Where the student has accepted academic misconduct, is it confined to this work or has misconduct also been committed in other work he or she has submitted for summative assessment? Please give details.		
Where the student does not accept academic misconduct, does the panel find that, on the basis of the evidence and on the balance of probabilities, that academic misconduct is proven or not proven?	Proven	
	Not proven	
Please give further details		

Part Cb: penalty applied

This part of the form should be used only where the student accepts they have committed academic misconduct or where the panel determines that academic misconduct has occurred.

In determining the penalty to be applied, the panel for the hearing should have regard to the guidance in the Academic Misconduct Procedure.

The panel should consider whether the student has had previous proven academic misconduct when considering the penalty within the minor or serious band.

Based on the information and findings in part Cb, and having regard to the guidance in the Academic Misconduct Procedure, the panel recommends that the following penalty or penalties be applied:	
Informal warning (only if first offence and minor)	
Formal penalty (please give details)	
Please give reasons for the panel's decision:	

Please send the completed form to the student within five working days of the hearing, and to the relevant Assessment Board.

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