**ACADEMIC MISCONDUCT**

**Staff Referral Form / Hearing Template**

*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.*

**Part 1: Referral Form**

*Please fill in the form and email with all relevant evidence to Academic Integrity Lead who will arrange the hearing.*

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 Report  Relevant matched source  Other |
| Collusion | Turnitin report  Information about all students involved |
| Giving unfair advantage | Turnitin Report  Information about all students involved |
| Falsification or Fabrication |  |
| Impersonation |  |
| Examination Misconduct | Copy of invigilators report  Evidence of confiscated materials  Statement from person who saw the misconduct |
| Self-plagiarism | Turnitin report |
| Unethical Research Behaviour |  |
| Commissioning including AI | Turnitin report / AI report |
| 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.

**Part 2: Record of the Academic Misconduct Hearing Meeting**

*This form should be completed by the Chair of the AM Hearing Panel.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of the Hearing** |  | | |
| **Members of the Hearing Panel** | | | |
| *Please provide names and roles/designations- including Chair* | | | |
| **In attendance** | | | |
| *Please provide names of other attendees and roles/designations*  *e.g. student, student support person, minute taker and any other staff observers.* | | | |
| **Findings of the Hearing** | | | |
| *Please include details of how the decision was reached and whether the student attended (including via telephone or internet) and/or submitted a written statement. Please also state whether the case is* ***proven*** *or* ***not proven****.* | | | |
| **Details of any previous academic misconduct offence (low/medium/high level infringements)** | | | |
| ***Refer to the*** [***SMU Academic Misconduct log***](file:///C:\Users\Roma.Galvan\Downloads\RCL%20SMU%20Academic%20Misconduct%20Log%2022-23.xlsx) ***for records of previous offences.*** | | | |
| **State the penalty to be applied (if academic misconduct is proven)** | | | |
| ***Refer to Part 3 of this form when deciding the severity of the penalty for the level of infringements.******Please see Part 4 for penalty tariffs.*** | | | |
| **Evidence and documentation** | | | |
| ***Please attach any statements and/or documentation used in consideration of the case. This should include any written statements from the student.*** | | | |
| **Date form completed:** | | | |
|  | | | |
| **NEXT STEPS** *tick as appropriate***:** | | | |
| **1. Case dismissed** *No further action* | | |  |
| **2. Low level infringement** *Please send this report and all associated documentation, including the student work and Turnitin report to the Academic Integrity Lead (AIL)* | | |  |
| **3. Medium level infringement** *Please send this report and all associated documentation, including the student work and Turnitin report to the Academic Integrity Lead (AIL)* | | |  |
| **4. High level infringement** *Please send this report and all associated documentation, including the student work and Turnitin report to the Academic Integrity Lead (AIL)* | | |  |
| **Date documentation forwarded to AIL and Registry** | |  | |

**Part 3: Possible Infringements**

*The University recognises that infringements of these regulations may take many different forms. Therefore, the following infringements are identified to assist Panels in making judgments and imposing the most appropriate penalties. The summary is intended to ensure consistency in the application of penalties across the University, and to ensure that no student is unfairly penalised. Infringements are classified as ‘Low’, ‘Medium’ or ‘High’ level – with the three ‘levels’ indicating the seriousness of the breach.*

|  |  |
| --- | --- |
| ***Low Level***  ***Infringements*** | * Use of sources without quotation marks but referenced in the bibliography. * Copying from sources without referencing appropriately. * Submission of the student’s own previously or simultaneously assessed work for another assessment, whether previously/simultaneously submitted to the University or another institution (i.e. self-plagiarism). * Collusion i.e. two or more students having worked together inappropriately on an assessment to jointly produce work that is intended as an independent submission according to the requirements of the assessment. * Obtaining an unfair advantage for another student by allowing them to copy one’s own work and present it as their own. |
| ***Medium Level Infringements*** | * For a formal timed assessment, introducing into the examination room any unauthorised materials such as manuscripts, printed text, books, dictionaries, self-produced cribsheets, calculators and other electronic devices such as mobile phones, and any other materials excluded by the regulations. This includes use of any such materials when outside the examination room for any reason during the period of the examination. * Contracting another source to produce work which is presented as the student’s own, or utilising artificial intelligence platforms to generate text which is submitted (either whole or in part) as the student’s own work. * Breach of ethics or ethical procedures committed as part of any research, survey, investigative activity, data gathering or other information gathering work as part of an assessment or other part of the programme of study, or committed as part of any activity not sanctioned by the programme. * Use of another person’s copyrighted materials, intellectual property or ideas presented inappropriately as the student’s own. * Falsification/fabrication of research or practical work data, results (including those of interviews) and other outputs in an assessment. * Obtaining, or seeking to obtain, questions in advance of a formal timed assessment, including from someone who has already seen the questions, whether for oneself or on behalf of another student. * Falsification/fabrication of materials associated specifically with work/practice placement or workplace learning such as timesheets and workplace supervisor assessments. |
| ***High Level infringements*** | * Knowingly allowing another person to impersonate oneself in a formal timed assessment, submission of coursework, or other aspect of the programme of study. * Impersonating another student in a formal timed assessment, submission of coursework, or other aspect of the programme of study. * Bribing or attempting to bribe a person thought to have an influence on an assessment outcome. |

**Part 4: Penalty Tariffs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Level** | **Case** | **1st finding** | **2nd finding** | **3rd finding** |
| **1** | Low | Use of sources without quotation marks but referenced in the bibliography. | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | Programme termination |
| **2** | Low | Submission of the student’s own previously or simultaneously assessed work for another assessment, whether previously/simultaneously submitted to the University or another institution (i.e. self-plagiarism). | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | Programme termination |
| **3** | Low | Collusion i.e. two or more students having worked together inappropriately on an assessment to jointly produce work that is intended as an independent submission according to the requirements of the assessment. | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | Programme termination |
| **4** | Low | Obtaining an unfair advantage for another student by allowing them to copy one’s own work and present it as their own.  (Note: Where it is not possible for the Panel to determine which student produced the original work, both students will be penalised.) | Finding of academic misconduct with no penalty. | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | Programme termination |
| **5** | Low | Copying from sources without referencing appropriately | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | Programme termination |
| **6** | Medium | For a formal timed assessment, introducing into the examination room any unauthorised materials such as manuscripts, printed text, books, dictionaries, self-produced cribsheets, calculators and other electronic devices such as mobile phones, and any other materials excluded by the regulations. This includes use of any such materials when outside the examination room for any reason during the period of the examination. | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | Programme termination | N/A |
| **7** | Medium | Contracting another source to produce work which is presented as the student’s own (this includes use of contract cheating services/sites, and/or artificial intelligence platforms). | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | Programme termination | N/A |
| **8** | Medium | Breach of ethics or ethical procedures committed as part of any research, survey, investigative activity, data gathering or other information gathering work as part of an assessment or other part of the programme of study, or committed as part of any activity not sanctioned by the programme. | The panel may exercise its discretion based on the severity of the breach. | Programme termination | N/A |
| **9** | Medium | Use of another person’s copyrighted materials, intellectual property or ideas presented inappropriately as the student’s own. | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | Programme termination | N/A |
| **10** | Medium | Falsification/ fabrication of research or practical work data, results (including those of interviews) and other output in an assessment. | A mark of zero for the assessment with a right of resit. Resit capped at pass mark. | Programme termination | N/A |
| **11** | Medium | Obtaining, or seeking to obtain, questions in advance of a formal timed assessment, including from someone who has already seen the questions, whether for oneself or on behalf of another student. | A mark of zero for the entire module with a right of retake of the module. Retake of module capped at pass mark. | Programme termination | N/A |
| **12** | Medium | Falsification/ fabrication of materials associated specifically with work/practice placement or workplace learning such as timesheets and workplace supervisor assessments. | A mark of zero for the module with a right of resit. Resit capped at pass mark.  Note: in cases where such an infringement would constitute a serious breach of PSRB 'standards' (where these apply) the student's programme of study will be terminated at first finding. | Programme termination | N/A |
| **13** | High | Knowingly allowing another person to impersonate oneself in a formal timed assessment, submission of coursework, or other aspect of the programme of study. | Programme termination | N/A | N/A |
| **14** | High | Impersonating another student in a formal timed assessment, submission of coursework, or other aspect of the programme of study. | Programme termination | N/A | N/A |
| **15** | High | Bribing or attempting to bribe a person thought to have an influence on an assessment outcome. | Programme termination | N/A | N/A |

*The penalties are indicative and each panel will consider the specifics of the case and the extent of the material the student has used inappropriately in making it’s judgement.*