# Appendix 2: Academic Concern / Offence Form

|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: | |  | |
| Student Number: | |  | |
| Course Registration Date: | |  | |
| Submission Date: | |  | |
| Unit name: | |  | |
| Course name: | |  | |
| Please Indicate if Referral work: | |  | |
| If work has been marked – grade given: | |  | |
| Assessment (title and task, please attach assignment brief and weighting if applicable): | | | |
|  | | | |
| A) Potential Academic Offence  (Please tick one box in either A or B, unless multiple offences): | | | |
| Cheating (in an exam) | | |  |
| Impersonation | | |  |
| Fabrication | | |  |
| Collusion | | |  |
| B) Academic Concern/Offence  (Please consult Academic Discipline Policy and Procedure for guidance on academic practice and plagiarism) | | | |
| Use of the ideas and/or words of others and of attribution that is incomplete and/or inaccurate (can be dealt with as concern) | | |  |
| Unattributed use of the ideas and/or words of others (can be dealt with as concern) | | |  |
| Evidence of attempt to mislead or evade  (Includes where student is suspected of not writing own work) (send to ACP) | | |  |
| Form completed by: |  | | |
| Date: |  | | |
| Position: |  | | |
| Contact Telephone Number: |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Offence Information | | | | | | | |
| No Previous Offences |  | | | | | | |
| Previous Academic Concern |  | Term: |  | Unit: |  | Ac Yr: |  |
| Previous ACP case |  | Ref: |  | Unit: |  | Ac Yr: |  |
| Signature (Course Leader): | | |  | | | | |
| Name: | | |  | | | | |
| Date: | | |  | | | | |

Case to be dealt with as:

Academic Concern (dealt with and recorded by the Academic Registry)

Academic Offence (send to ACP)

Confirmed by (Unit Leader):

Date:

**Academic Offence Case Confirmation**

(To be completed by the Unit Leader where case is referred to ACP)

Name:

Date:

If this is determined to be an Academic Offence, this form and associated documentation should be forwarded to the Registrar to go to the Academic Conduct Panel, along with a description of the evidence for the offence and with all relevant documentation attached to this form. A note (and other evidence where available) should also be provided of induction and support provided for or made available to the student in respect of academic offences and good academic practice.

Outline of the case to be referred to ACP:

NB. To go to the ACP, this form must include an evaluation of evidence; a Turnitin printout is not sufficient but can be supplied as supporting evidence.

**For official purposes**

Received by Registrar:

ACP Ref:

ACP meeting date:

ACP outcome:

Any additional information required?