

**PART 1: Report on Suspected Academic Misconduct**

*Please send copies to Module Leader and/or Link Tutor*

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| **Person reporting Academic Misconduct and role e.g Marking Tutor, invigilator**  |  |
| **Module Leader Name** |  |
| **Academic School/Partner Centre** |  |
| **STUDENT DETAILS** |
| **Name of Student** |  |
| **Student Number** |  |
| **Title of Programme**  |  |
| **Level and Stage of Programme** |  |
| **Module Code & Title**(if applicable) |  |
| **Assessment Number and Name** (if applicable) |  |
| **Details of a previous informal warning prior to this offence** |  |
| **Details of any previous academic misconduct offence (including level of Serious and/or Minor)** |  |
| **DETAILS OF SUSPECTED OFFENCE** |
| *Nature of suspected academic misconduct (tick as appropriate)* |
| **1** | **Plagiarism** |  | **6** | **Theft of work** |  |
| **2** | **Collusion** |  | **7** | **Bribery and blackmail** |  |
| **3** | **Fabrication of data** |  | **8** | **False declarations** |  |
| **4** | **Duplication** |  | **9** | **Misconduct in examination or in-course assessment** |  |
| **5** | **Commissioning/Contract Cheating** |  | **10** | **Other – please specify** |  |
| **Brief description of circumstances related to the suspected offence** |
| *Please include dates.* |
| **State whether this is judged to be a minor or serious offence** |
| *Refer to section 3 of this form or Annex D of the Academic Misconduct Regulations and Procedures to ascertain whether the offence is suspected minor or serious-*  |
| **Summary of evidence related to the alleged offence** |
| *Briefly outline the evidence available. Copies of the evidence should be attached to the report (e.g. Turnitin reports, material plagiarised from, emails from relevant individuals, invigilator reports).* *If printed evidence is unavailable, details should be provided of meetings held with relevant individuals.* |
| **Preliminary Meeting with student** |
| *If you met with the student, please summarise details of the meeting here (or attach a record). This may include a written response/statement from the student.* |
| **Date form completed:** |
|  |
| **NEXT STEPS (tick as appropriate):** |
| **1. Case dismissed *-*** *no further action* |  |
| **2. Informal warning** *- send this form to the Programme Leader for logging* |  |
| **3. Minor: Programme Hearing** *- send form to the Programme Leader to convene meeting* |  |
| **4. Serious: School Hearing** *- send form to the Head of School/AC SELE to convene meeting* |  |

**2. Record of the Academic Misconduct Hearing Meeting**

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

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| **Date of the Hearing** |  |
| **Level of Hearing** *– select* | **Minor – Programme Hearing**  | **Serious: School 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****.* |
| **State the penalty to be applied (if academic misconduct is proven)** |
| ***Refer to section 4 of this form when deciding the severity of the penalty for the minor or serious offence.*** *Please see section 5 and Annex C of the Academic Misconduct Regulations and Procedures for the range of available penalties.*  |
| **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. Informal Warning** (only if first offence and minor) *Record at programme level* |  |
| **2. Minor or Serious Offence** *Please send this report and all associated documentation, including the Academic Misconduct Report Form to the Standards and Enhancement Office (**seo@bolton.ac.uk**) and to the relevant member of administrative staff in Academic Support Services.* |  |
| **Date documentation forwarded to SEO and Administrator**  |  |

**3. Determination of Suspected Serious of Minor Cases**

Penalty Guidance for ANNEX D from the Academic Misconduct Regulations and Procedures <https://www.bolton.ac.uk/student-policy-zone/student-policy-zone-2022-23>

**Plagiarism:** Reproduction of work from another source (e.g. student, academic source, internet), without appropriate acknowledgement.

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| --- | --- |
| **Minor** | **Serious** |
| Small amount of work reproduced without appropriate acknowledgement | Significant amount of work reproduced without appropriate acknowledgement |
| Unlikely intention to deceive | Likely/proven intention to deceive |
| No previous formal offence | Previous formal offence |
| First semester/stage of the programme | Later stages of the programme |
| Levels HE3 and HE4 | Level HE5 and above |

For a particular penalty band to apply, it might normally be expected that at least three of the conditions listed in that band would be met by the case under consideration.

**Other Forms of Academic Misconduct**

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| --- | --- |
| **Minor** | **Serious** |
| **Collusion** |
| Collaborative work is apparent in a few areas, but possibly due to lack of student’s/students’ awareness | Collaborative work reflects significant similarities, and is probably due to deliberate attempt to share |
| **Fabrication of Primary Data** |
| Substantial part of the data is original to the student | A significant amount of data is found to be fabricated |
| **Duplication** |  |
| A small amount of work already submitted as part of a previous assessment is being passed off as new work for another assessment | A significant amount of work already submitted as part of a previous assessment is passed off as new work for another assessment |
| **Commissioning**  |
| N/A | Work commissioned from another person and submitted as the student’s own |
| **Theft of work** |
| N/A | Someone else’s work is taken without permission and passed off as the student’s own |
| **Bribery and Blackmail** |
| N/A | Academic advantage is sought though inducement or threats to others |
| **False Declarations** |
| N/A | False information is knowingly presented to the University in order to seek to gain and academic advantage, for example in relation to Mitigating Circumstances and Appeals |
| **Minor** | **Serious** |
| **Examinations and In-Class Assessments** |
| Communicating with someone other than the invigilator during an examination or in-class assessment on unrelated matters | Communication during examination or in-class assessment in order to seek academic advantage |
| Unauthorised material is not relevant or intentionally used | Use of unauthorised notes or other material (including in electronic format) in order to seek academic advantage |
|  | Attempting to copy from another student in the examination or in-class assessment |
|  | Misuse of examination or in-class assessment briefs, for example gaining prior knowledge of contents of unseen paper |
|  | Impersonation: Allowing another person to take the examination or in-class assessment on the student’s behalf |
|  | Taking material away from examination or test when instructed not to |

**4. Factors to Consider when Determining a Penalty Within a Band**

In deciding the **severity of the penalty for the minor or serious offence,** the Panel will normally take the following mitigating factors in taken into account:

* the number and seriousness of previous offences (if any)
* whether the student has admitted the offence at the earliest opportunity
* whether the student has expressed remorse
* whether the student has compelling personal circumstances which affected their judgment.

# 5. Range of Penalties

**A Programme Hearing may apply one of the following penalties for a Minor offence:**

**Minor Penalties:**

*Case logged on Academic Misconduct Register, completion of relevant LEAP badge (where appropriate) and*

**M1** No penalty\*

**M2** Fail attempt for the assessment component in question. Further attempt (if eligible) does not have capped mark i.e. Refer but with uncapped mark on next attempt. The refer assessment brief may differ from the original.

**M3** Mark assessment component but cap at pass mark\*

**M4** Fail attempt for the assessment component in question. Further attempt (if eligible) has a capped mark i.e. Refer. The refer assessment brief may differ from the original.

\* If the offence relates to plagiarism then only original authentic work will be taken into account when marking.

**A School Hearing may apply one of the following penalties for a Serious offence:**

**Serious Penalties:**

*Case logged on Academic Misconduct Register, completion of relevant LEAP badge (where appropriate) and*

**S1** Fail attempt for the assessment component in question – allow further attempt in the assessment component (if eligible) i.e. Refer. The refer assessment brief may differ from the original.

Overall module mark will be capped at the pass mark.

**S2** Fail module with no further attempts. Student can continue for interim award or if module is optional.

**S3** Fail module (if applicable) and programme with immediate effect - with or without an interim award.

**S4** Recommend to Senate expulsion of student from the University - with or without an interim award.

Alternatively, a School Hearing may decide to downgrade the severity of the suspected academic misconduct to Minor and apply one of the penalties.