

**Record of the Programme/School 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** | | | | | | | |
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| **Members of the Hearing Panel** | | | | | | | |
| *Please provide names and roles/designations* | | | | | | | |
| **In attendance** | | | | | | | |
| *Please provide names of other attendees and roles/designations*  *e.g. student, student support person, minute taker and any other staff observers.* | | | | | | | |
| **Academic Area/Partner Centre**  *Copy details from Module Leader’s report form* | | | | | | | |
|  | | | | | | | |
| **STUDENT DETAILS** *Copy details from Module Leader’s report form* | | | | | | | |
| **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 any Previous Academic Misconduct Offence** | |  | | | | | |
| **DETAILS OF SUSPECTED OFFENCE**  *Copy details from Module Leader’s report form* | | | | | | | |
| *Nature of 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 ICA** | |  |
| **5** | **Commissioning** | |  | **10** | **Other – please specify** | |  |
| **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)** | | | | | | | |
| *Please see following page from Annex C of the Academic Misconduct Regulations and Procedures for the range of available penalties.*  ***Take into account whether the student has had previous proven academic misconduct when considering the penalty within the minor or serious band.*** | | | | | | | |
| **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*](mailto:seo@bolton.ac.uk)*) and to the relevant member of administrative staff in Academic Support Services.* | | | | | |  | |
| **Date documentation forwarded to SEO and Administrator** | | | |  | | | |

**Range of Penalties**

**Minor Penalties:**

*Case logged on Academic Misconduct Register 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.

**Serious Penalties:**

*Case logged on Academic Misconduct Register 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.