

## ACADEMIC MISCONDUCT ALLEGATION PROFORMA

### Details to be completed by member of staff bringing allegation

<b>Name of student</b>	
<b>Student number</b>	
<b>Title of course</b>	
<b>Level</b>	Choose an item.
<b>Unit name</b>	
<b>Unit code</b>	
<b>Name of Unit Leader</b>	
<b>Weighting of Assessment under investigation</b>	
<b>Name of assessment under investigation</b>	
<b>First Offence (please state) If no, please state how many previous offences</b>	Yes/No
<b>Nature of allegation:</b> Please state which of the following is alleged	Choose an item.
<b>Details of allegation [please be as full and explicit as possible, for example]</b> <ul style="list-style-type: none"> <li>• if plagiarism then you must indicate the sources (website, printed, etc), extent (% of assessment), whether verbatim or paraphrased, if references used partially or not all etc;</li> <li>• if collusion please indicate the nature and extent of collusion and the parties involved or implicated (also, see note below)</li> <li>• if dishonest practice please indicate the type of practice such as attempted bribery (state name of staff involved)</li> <li>• if irregular behaviour in examinations please give the main points from the invigilator's report</li> </ul>	

<b>Turnitin</b> State whether Turnitin or any other text-matching devices have been used	Choose an item.
Name of Course/Programme Leader:  Signature of Course/Programme Leader:  Date:	I confirm that the information in this form is accurate.  .....  .....  .....

**Please note:**

- Member of staff bringing the allegation should e-mail the completed form and all supporting evidence to [academicmisconduct@ucenmcr.tmc.ac.uk](mailto:academicmisconduct@ucenmcr.tmc.ac.uk)
- A copy of this form will be sent to the student **before** the meeting and should contain enough information for them to understand the allegation being brought against them.
- **At the meeting**, copies of work, highlighted to show the relevant sections, and copies of any available sources also highlighted and mapped to the sections in the student work, will be presented
- In cases involving collusion the names of all students should be identified and students will be informed of the allegation and meeting at the same time.