

**Student Academic Misconduct Report Form**

**This report is to be completed by the Module Convenor and forwarded to the Departmental Tutor, the Departmental Panel, or the Academic Misconduct Panel where applicable under the Adjudication process set out under Sections 9.3 and 9.4** **of the Student Academic Misconduct Procedure.**

This Report Form provides the details of the student and their programme of study as well as the formal Statement of the alleged Academic Misconduct, and the implications for the academic status and progression of the student in question.

Once the applicable adjudication process has been concluded annex ‘6.9.4 Student Academic Misconduct Outcome’ should be completed.

In the event that the allegation is being referred direct to UCL’s Academic Misconduct Panel, this form should be completed and forwarded to UCL Casework along with the original documentary evidence/materials associated with the allegation.

If you have any queries or require further information, please contact [casework@ucl.ac.uk](mailto:casework@ucl.ac.uk)

**1. Name of Student:**

**2. Student Number:**      

**3. Student Email:**

**4. Programme student is registered on:**

**5. Student’s Home and Teaching Department:** (Please note if these are different to ensure outcomes are communicated appropriately)

**6. Year of Registration:** (i.e., first, second, etc., where applicable)

**7. Module(s) or Component(s) of Module in which the Academic Misconduct is alleged to have occurred:**

**8. Weighting of the affected Component in relation to the Module, and the relation of the assessment in terms of the student’s overall programme:**

**9. The effect in regard to the student’s progression / award that failure of the assessment in question would have on a student in normal circumstances:**

**10. What Training or Support the department has provided to the student in relation to Academic Integrity and did they engage with this? Where possible please provide a copy/link to this:**

**11. Chair of the Board of Examiners responsible for Programme:**

**12. Student’s Personal Tutor:**

**13. Summary of the Alleged Academic Misconduct:** (Please give below a brief factual summary of the alleged Academic Misconduct including the title(s) of the assessment(s) involved and the date(s) occurred). Where Plagiarism is alleged, please provide an estimate of the extent to which the assessment(s) in question are affected (i.e. 30%, 70%, etc). Please note that determination of the extent of plagiarised material is a matter of academic judgment to be made by the Module Convenor. Turnitin reports will be relevant but not conclusive evidence in this regard:

**14. Has the Student been sanctioned for Academic Misconduct in the past, and was any training or follow-up actions required by the student to avoid further incidences occurring:** (If yes, please give details)

**15. Documentation:**

*(Please indicate below the documentary evidence considered in support of the* allegation *e.g., the assessment in question or other material; notes or items relating to the allegation; notes of any interview held with the student about the alleged Academic Misconduct; and a copy of any statements already made. Where the allegation involves plagiarism, extracts of original texts, underlined or a Turnitin Report* to indicate the extent of the plagiarism, should also be provided. A copy of departmental information on referencing and the avoidance of plagiarism must also be provided)

Signed (Module Convenor):

Date: