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| **Insert School Here** | Evolved Logo red Registry |
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**Alleged Breach of Academic Conduct**

**Academic Conduct Report**

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| **Part A: To be completed by the person identifying the misconduct** |
| Report Prepared By |  |
| Student Name |  |
| Student Registration Number |  |
| Course Title |  |
| Module Code(s) and Title(s) |  |
| Assessment Component(s) and Weighting(s) |  |
| Assessment Submission Date(s) |  |
| Alleged Breach of Conduct (i.e. falsification of data, plagiarism, collusion) |  |

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| **Document** | **Included** |
| Student Assignment / Turnitin Originality Report |  |
| Evidence of misconduct - sources  |  |
| Exam Invigilation Certificate |  |
| Confiscated materials (exam crib notes etc) |  |
| Assessment Brief (coursework brief, examination question paper) |  |
| Module Handbook |  |
| Course Handbook |  |
| Student statement if applicable |  |
| **Please include any additional, relevant documents that support the alleged offence and list them below:** |

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| **Summary of the case:** |
| The student has a history of proven academic misconduct  | Choose an item. |
| The student is at the beginning of their academic journey  | Choose an item. |
| The student is part-way through their academic journey  | Choose an item. |
| The student is towards the completion of their academic journey  | Choose an item. |
| The academic misconduct in the work has impacted on the mark given | Choose an item. |
| The academic misconduct is limited to a single module | Choose an item. |
| The academic misconduct is widespread across a range of modules | Choose an item. |
| The student has admitted the offence  | Choose an item. |
| There is evidence the student committed academic misconduct on purpose | Choose an item. |
| There are personal circumstances which affected the student’s decision making at the time | Choose an item. |

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| **If so, please detail:** |

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| **The case should be progressed as follows:** |
| **Action** | No Case to Answer | Choose an item. |
| Minor: refer to informal stage | Choose an item. |
| Major or Serious: refer to formal stage | Choose an item. |
| **Staff Member** | **Printed Name** | **Signature** | **Date** |
| Person Identifying Misconduct |  |  |  |
| Course Leader |  |  |  |

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| **Part B: To be completed by the student after discussion with the Course Team** |
| I confirm that I have read the list of sanctions in the Academic Conduct Procedure  | 🞎 |
| 1. I admit to the offence as detailed in this report and do not want to attend a meeting

**OR**1. I do not admit to the offence as detailed in this report and want to attend a meeting
 | 🞎🞎 |
| Student Name (in CAPITALS) |  |
| Student signature |  |
| Date |  |

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| **For staff use only** |
| In the case of **(1)** please go to Part D |
| In the case of **(2)** please go to Part C |

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| **Part C: Meeting to Consider Academic Misconduct Allegation**  |
| Date of Meeting |  |
| Informal or Formal Stage | Choose an item. |
| Attendees |  |
| The student has a history of proven academic misconduct  | Choose an item. |
| The student is at the beginning of their academic journey  | Choose an item. |
| The student is part-way through their academic journey  | Choose an item. |
| The student is towards the completion of their academic journey  | Choose an item. |
| The academic misconduct in the work has impacted on the mark given | Choose an item. |
| The academic misconduct is limited to a single module | Choose an item. |
| The academic misconduct is widespread across a range of modules | Choose an item. |
| The student has admitted the offence  | Choose an item. |
| There is evidence the student committed academic misconduct on purpose | Choose an item. |
| There are personal circumstances which affected the student’s decision making at the time | Choose an item. |
| **If so, please detail:** |
| **Summary of the discussions:** |

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| **Part D: Instance and Sanction**  |
| **Instance** | No Case to Answer | Choose an item. |
| Minor | Choose an item. |
| Major  | Choose an item. |
| Serious | Choose an item. |
| **Sanction:** |
| **Title** **(HoD / Chair)** | **Printed Name** | **Signature** | **Date** |
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