 Academic Offences Form FORM O

Please refer to the [**Academic Regulations 2023-24**](https://www.uwl.ac.uk/about-us/policies-and-regulations), Section 12 – Academic Offences, pages 86-91 for further information concerning the Academic Offences process.

This form and evidence is to be sent to the Head of Subject / authorised nominee **as soon as possible**.

A copy of the form and evidence should be sent to Academic Registry for information at [**offences@uwl.ac.uk**](mailto:offences@uwl.ac.uk)

| Student Details | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Name:** |  | | | | | **Student ID Number:** | | |  |
| **Course of Study:** |  | | | | | **School / College:** | | |  |
| **Course Leader:** |  | | | | **Personal Tutor:** | |  | | |
| **Current Level of Study:**   | Level 4 |  | Level 5 |  | Level 6 |  | Level 7 |  | | --- | --- | --- | --- | --- | --- | --- | --- | | | | | | **Level of Study when work was presented:**   | Level 4 |  | Level 5 |  | Level 6 |  | Level 7 |  | | --- | --- | --- | --- | --- | --- | --- | --- | | | | | |
| **Direct Entrant:** |  | **Course Admin:** | |  | | | | | |
| Module / Assessment Details | | | | | | | | | |
| **Module Title:** |  | | | | | **Module Code:** | | |  |
| **Core Module:** |  | **Module Leader:** | |  | | | | | |
| **Assessment:**   | A1 |  | A2 |  | A3 |  | A4 |  | A5 |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | | | | **Type of Assessment:**   | Coursework |  | Exam |  | | --- | --- | --- | --- | | | | | **Attempt:**   | 1st |  | 2nd |  | Other |  | | --- | --- | --- | --- | --- | --- | | |
| **Assessment Weighting:** | | | % | **Allegation Made by:** | |  | | | |
| Allegation and Statement | | | | | | | | | |
| Please detail why an allegation has been made, any meetings with the student regarding this offence, and what advice the student has previously received concerning referencing / academic misconduct. **Please note:** Confidential information should not be included (i.e. student numbers) as this form is seen by all students concerned.  **PLEASE INCLUDE THE CATEGORY OF MISCONDUCT 12.1.2 (a-v)** | | | | | | | | | |
|  | | | | | | | | | |
| **Signature:** |  | | | | | **Date Completed:** | | |  |

| Evidence Checklist | |
| --- | --- |
| **Exam:**   | Invigilator report |  | Question paper |  | Supporting evidence |  | | --- | --- | --- | --- | --- | --- | | |
| **Coursework:**   | Turnitin Similarity Score and report | % |  | | --- | --- | --- | | Copy of the student’s work | |  | | Relevant extracts of source document(s) | |  | | Original and sources cross-referenced | |  | | Copy of the question / assessment brief | |  | | **Further Information:**   | Evidence of discrepancy with style / content of student’s previous work |  | | --- | --- | | Academic misconduct explained to student |  | | Student attended referencing workshops / skills sessions |  | | Oral Examination minutes |  | | Student granted extension prior to submission |  | |
| **Other Evidence Included:** | |
|  | |

## For Head of Subject or Authorised Nominee Use:

| Level of Academic Offence\* | | | |
| --- | --- | --- | --- |
| **Minor Offence** |  | **Date for Interview:** |  |
| **Major Offence** |  | **Date Referred to Academic Registry:** |  |
| **Reason for processing Offence at this stage:** | | | |
|  | | | |

\*Please note that where a student has a previous record of Poor Academic Practice or a Minor Offence, new allegations cannot normally be dealt with at the same stage of offence.