 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**

| 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.