Skills Education Group / UCEN Manchester

ACADEMIC MISCONDUCT ALLEGATION PROFORMA

Details to be completed by member of staff bringing allegation

Name of student	
Student number	
Title of course	
Level	Choose an item.
Module name	
Module code	
Name of Module Leader	
Weighting of Assessment under investigation	
Name of assessment under investigation	
First Offence (please state) If no, please state how many previous offences	Yes/No
Nature of allegation: Please state which of the following is alleged	Choose an item.
Details of allegation [please be as full and explicit as possible, for example] • 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; • if collusion please indicate the nature and extent of collusion and the parties involved or implicated (also, see note below) • if dishonest practice please indicate the type of practice such as attempted bribery (state name of staff involved) • if irregular behaviour in examinations please give the main points from the invigilator's report	

Turnitin 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 all supporting evidence to their Head of School and Director of Faculty.

- 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.