

## **ACADEMIC DISHONESTY FORM**

Before completing this form, the Head of Department should consult the Student Discipline Procedure and the Guidance on Dealing with Instances of Possible Academic Dishonesty by Students. Both documents are available at [www.strath.ac.uk/staff/policies/academic/](http://www.strath.ac.uk/staff/policies/academic/).

In all cases, a confidential copy of the completed form should be kept on the student record in the Department and a copy sent to the Committee Manager, Senate Discipline Committee for monitoring purposes or for further action if relevant. For contact details, please see [www.strath.ac.uk/committees/senate/senatedisciplinecommittee/](http://www.strath.ac.uk/committees/senate/senatedisciplinecommittee/).

For cases that may require the attention of the Senate Discipline Committee, the form should be accompanied by an explanatory memorandum from the Head of Department or nominee, enclosing any relevant evidence or statements. The Chief Operating Officer or nominee shall decide whether the matter should be referred to the Senate Discipline Committee.

Please note that a copy will also be shared with the Committee Manager of the Quality Assurance Committee for record keeping.

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Part 1 To be completed by the individual who identified the potential academic misconduct

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Name of individual completing this form .....

Department.....

Capacity in relation to student (normally lecturer/tutor/internal  
examiner/supervisor).....

Name of Head of Department.....

Student's name.....

Student's Registration number.....

Course.....

Year of Study.....

Date of: a) incident..... b) discovery.....

Title/code of assessment in question.....

Nature of assessment in question (please tick as appropriate)

- Written Exam
- Coursework
- Practical
- Other.....

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Nature of academic dishonesty (please tick as appropriate)

- Illicit copying in a written/practical examination
  - Illicit communication in a written/practical examination
  - Appearing as/replaced by a false candidate
  - Commissioning
  - False declaration
  - Falsification of data
  - Plagiarism
  - Duplication
  - Collusion
  - Other.....
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Part 2 To be completed by the Head of Department or nominee

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Who discovered the incident? (please delete as appropriate)

Marker/External Examiner/Invigilator

Other.....

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Has the student been approached regarding the allegation and given the opportunity to explain?  
(please delete as appropriate)

Yes/No

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Has the student attended a meeting with the Head of Department or nominee? (please delete as appropriate)

Yes/No

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Details of any possible mitigating circumstances (please tick all that apply)

Illness

Panic

Lack of information supplied by academic staff

Genuine misunderstanding

Cultural differences

Immaturity of student

Level of Study

Personal reasons

Financial reasons

Expressions of contrition

Pre-discovery confession

other.....

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Details of any possible aggravating circumstances (please tick all that apply)

Intentional dishonesty

Premeditation

Level of study

Previous academic experience

Relevant previous minor offences

Relevant previous major offences

Importance of piece of work

Other.....

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Were students made aware of academic dishonesty and of any assessment specific rules?  
(please delete as appropriate)

Yes/No

If yes, how was this information conveyed to the student? (tick all that apply)

- Course handbook
  - In a lecture/tutorial
  - Guidance for students on plagiarism
  - Reminder at time of assessment(s)
  - Other .....
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Was the student given the opportunity to submit the assignment through TURNITIN prior to submission for assessment? (please delete as appropriate)

Yes/No

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Had the student signed a statement that the assignment in question was all his or her own work? (please delete as appropriate)

Yes/No

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Have the current procedures, including any rights of appeal, and possible consequences been explained to the student? (please delete as appropriate)

Yes/No

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Has the student admitted the offence? (please delete as appropriate)

Yes/No

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Signed by

**Head of Department or nominee**

**Student**

Printed name .....

Printed name .....

Signature.....

Signature .....

Date.....

Date.....

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Part 3 To be completed by the Head of Department or nominee

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What action has been taken?

- a) None. No academic dishonesty took place.
- b) Student cautioned and referred for advice on good academic practice
- c) Formal reprimand (Student Discipline Procedure 4.13(d))
- d) Repeat assignment or further assessment (Student Discipline Procedure 4.13(d))
- e) Reduction of marks by percentage or to zero (Student Discipline Procedure 4.13(d))

(REMINDER: This action may only be taken if it does not result in the student being put in an academic position from which he/she cannot reasonably recover in which case the matter should be referred to the Chief Operating Officer or nominee for consideration by the Senate Discipline Committee)

New mark awarded: .....

- f) Referral to the Chief Operating Officer or nominee (Student Discipline Procedure 4.17))
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Signed by

Printed name .....

Signature.....

Date.....