**University of Sussex**

**Academic Misconduct Cover Sheet**

Marker to complete Section A and Section B or C if applicable. Investigating Officer (IO) to complete Section D for each case of academic misconduct on module owned by School. (If IO is Marker or Academic Advisor then refer to another School IO).

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| **Prompt: documents for distribution by IO** |
| Completed Coversheet | CAO | Academic Misconduct | Module Convenor |
| Evidence File – marked up submission and sources |  | Academic Misconduct | Module Convenor |
| **Cases eligible for the first case route – Collusion or Plagiarism only** | | | |
| Completed First Case of Collusion/Plagiarism form |  |  | Module Convenor |
| Guidance for Module Convenor Meeting with Student |  |  | Module Convenor |

**Section A: Marker to complete**

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| --- | --- | --- | --- |
| Candidate Name |  | | |
| Candidate Number |  | | |
| Module Code and Module Title |  | | |
| Module Owning School and Department  i.e., ESW/Education |  | | |
| Module Convenor |  | | |
| Marker (if not Convenor) |  | | |
| Assessment component and Weighting  e.g., ESS/REP/TAP/POF 25% |  | | |
| Credits for Module e.g., 15 Level 5 |  | | |
| Submission date e.g., S1 wk 10 Thurs |  | | |
| Allegation: Plagiarism/Collusion/ Breach Research Ethics\*/ Fabrication\*/Personation\*/Exam Misconduct\*  \*These cases will always go to Panel |  | | |
| Estimated percentage believed to **not** be the students own work (i.e., percentage subject to academic misconduct). |  | | |
| Mark given for work believed to be the students own i.e., correctly referenced and not the same as another student |  | | |
|  |  | | |
|  |  | | |
| **Section B: For cases of Exam Misconduct on CEX/DEX/MCQ - case will go to panel**  **Module Convenor to complete (please see guidance notes** [**here**](https://www.sussex.ac.uk/adqe/standards/academicmisconduct)**)** | |  | |
| Has the student been interviewed by the Module Convenor or Marker? |  | | |
| Is the transcript of the meeting included in the evidence file? |  | | |
| Did the student accept that misconduct had occurred? |  | | |
| Any other comments |  | | |
|  |  | | |
| **Section C: For cases of Personation (please see guidance notes** [**here**](https://www.sussex.ac.uk/adqe/standards/academicmisconduct)**)**  **Module Convenor to complete** | | |  |
| Has the Personation procedure been followed? |  | | |
| Has the School meeting taken place? |  | | |
| Is the form Appendix 1 included in the evidence pack? |  | | |
|  |  | | |
| **Section D: Investigating Officer to complete** |  | | |
| Investigating Officer decision Major/Minor  First Case/No Case. i.e. Major First Case |  | | |
| Any previous misconduct upheld against this student? (Contact [academicmisconduct@sussex.ac.uk](mailto:academicmisconduct@sussex.ac.uk) for details). Specify type and date/s. |  | | |
| First Case Route or Panel Route |  | | |
| Has the First Case of Collusion/Plagiarism Form been completed and added to the evidence pack? |  | | |
| **Investigating Officer Name and Date (include reason if referred from owning School IO).** |  | | |

**Investigating Officer to provide a brief rationale for decision below (rationale for personation cases provided on form for personation cases):**

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| --- | --- |
| **Evidence pack Check List** | |
| **Turnitin Report** |  |
| **Marked up submission** |  |
| **Marked up Sources that correspond with the submission** |  |
| **Assessment Brief** |  |
| **Any material relating to Academic Integrity that the student will have received** |  |

Updated December 2022