**APPENDIX III: FORM FOR DCU ACADEMIC STAFF FOR REPORTING CASES OF ALLEGED ACADEMIC MISCONDUCT**

Where a case is being referred to the University Disciplinary Committee, the form below should also be appended to the [**DISCIPLINARY COMMITTEE COMPLAINT FORM.**](https://www.dcu.ie/sites/default/files/finance_editor/2022-09/2%29%20Discip%20Cmmtee%20-%20Submission%20of%20Complaint%20Form.docx)

**Complete section A, B C, D and E**

**SECTION A:**

PROVIDE THE FOLLOWING DETAILS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STUDENT ID** |  | | | **DATE** |  |
| **STUDENT NAME** |  | | | | |
| **PROGRAMME** |  | **YEAR[[1]](#footnote-1)** |  | **MODULE** |  |
| **LECTURER/TUTOR,**  **ETC. [[2]](#footnote-2)** |  | | **ACADEMIC MISCONDUCT REPRESENTATIVE** |  | |

# SECTION B: ALLEGED ACADEMIC MISCONDUCT

INDICATE AS APPROPRIATE the score for each of the following four categories:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Concern 1: Types of Violation** | | | | | | |
| Basic Violations  25 points | Limited plagiarism  50 points | Extensive plagiarism  100 points | Collusion  100 points | Falsification / fabrication  150 points | Fraud / impersonation  400 points | Contract cheating  400 points |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Concern 2: Stage** | | | | | |
| Year 1  25 points | Year 2  50 points | Year 3 or 4 (not final)  100 points | Final year  (Undergraduate)  150 points | Masters Year 1  170 points | Masters Year 2+  200 points |

|  |  |  |
| --- | --- | --- |
| **Concern 3: Assessment Weighting** | | |
| <25%  20 points | 26 – 50%  50 points | 51 – 100%  100 points |
| **Additional** points allocated in cases referring to:  Group project: 150 points  Final Year project: 100 points | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Concern 4: Prior Breaches** | | | | | | | | |
| None    0 points | 1 prior Level 1  20 points | 1 prior Level 2  50 points | 1 prior Level 3  100 points | 2 prior Level 1  50 points | 2 prior Level 2  100 points | 2 prior Level 3  200 points | 3+ prior (any level)  300 points | Prior case upheld by UDC  500 points |

*In cases where prior breaches have not been at the same level, the higher of the two levels is taken into consideration i.e. a student with a previous L1 and L2 breach would be allocated 100 points*

|  |  |  |
| --- | --- | --- |
| **Total points allocated** | **Level of Academic Misconduct** | **Indicate level of Academic Misconduct** |
| 0 – 200 | Level 1 Minor Infringement |  |
| 201 – 499 | Level 2 Moderate Infringement |  |
| 500 + | Level 3 Major Infringement |  |

# SECTION C:

|  |
| --- |
| **Describe the academic misconduct involved, providing excerpts or examples as appropriate which demonstrate or represent the same.** |

**SECTION D:**

ATTACH ALL RELEVANT MATERIAL (IN THE APPROPRIATE FORMAT) RELATING TO THE ALLEGED ACADEMIC MISCONDUCT

**SECTION E**

RECORD OF OUTCOME OF LOCAL INTERVIEW PROCEDURE

1. In the case of modular, continuous or part-time programmes, indicate in years the length of the student’s registration on the programme, e.g. first year of registration, second year of registration, to clarify the student’s academic record/experience to date. [↑](#footnote-ref-1)
2. Usually programme chair, module co-ordinator, teaching convenor, etc. Please contact Head of School for details [↑](#footnote-ref-2)