**Alleged Academic Misconduct Reporting**

*This form should be completed where it is determined that a student’s actions meet the threshold for* ***possible*** *academic misconduct (see clause 5 of the* [*Student Academic Misconduct Procedures*](http://www.otago.ac.nz/administration/policies/otago116850.html)*). This report should normally be completed within two weeks of detecting the alleged offence.*

*Where more than one student is implicated, a separate form must be completed for each student. Related cases (e.g., involving a student who may have gifted work to the student named in this report) should be considered by the same investigator.*

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| **Section A – General Information** | |
| Student Name |  |
| Student ID |  |
| Paper |  |
| Course coordinator |  |
| Assignment |  |
| What is the nature of the alleged breach? | |
| How did this alleged breach come to light? | |
| Evidence of alleged academic misconduct (e.g. brief statement, Turnitin Report, web documentation) | |

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| **Section B – Previous Breaches** | |
| 1. Does the student have a record of a prior proven breach of the Academic Integrity Policy (check with [Academic Integrity](mailto:academic.integrity@otago.ac.nz))?   If “yes”, this is automatically Level 2; please fill out Section F, sign the form and then forward all documentation to Academic Integrity. | Yes/No |

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| **Section C – Preliminary Assessment** | |
| *Does the alleged academic misconduct include any of the following instances:* | |
| 1. Straight copying from other text without quotes and without acknowledgment? | None/Some/Extensive |
| 1. Use of other people’s ideas, work, research data without acknowledgment? | None/Some/Extensive |
| 1. Copying visual images, diagrams etc. without acknowledgment? | None/Some/Extensive |
| 1. Poor paraphrasing of other people’s ideas, or copying very close to the original words? | None/Some/Extensive |
| 1. Resubmitting portions of previously submitted work without indicating the source? | None/Some/Extensive |
| 1. Using identical or close to identical work from another student as a result of collaboration where this was not allowed for the particular assignment? | None/Some/Extensive |
| 1. Is there evidence of alleged sharing of current or past assessments with other students (i.e., gifting of work to aid others undertaking the same assessment)? | Yes/No |
| 1. Does the nature of the allegation include any of the following:   Falsification/fabrication of data, impersonation, selling of an assignment, purchasing and using an assignment, being party to a serious breach, or any other allegation you deem to be of a very serious nature? | Yes/No |
| 1. Is the case based on an anonymous allegation? If ‘Yes’, **seek advice** from your Division’s Associate Dean (Academic) or Academic Integrity ([academic.integrity@otago.ac.nz](mailto:academic.integrity@otago.ac.nz)) before proceeding any further. | Yes/No |

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| **Section D – Preliminary Assessment: Seriousness and Level of Breach** | | |
| 1. If you answered “Some” or “Yes” to one or more of the questions in Section C1-7 but “No” to C8, do you perceive this instance to be unintentional or naïve, and contributed to by a lack of understanding of acceptable practice?   If “yes” AND the student **does not** have a record of a prior proven breach of the Academic Integrity Policy (Section B), this is assessed as a Level One investigation. | | Level One Investigation required |
|  | 1. If you answered “Extensive” or “Yes” to one or more of the questions in Section C1-7 and/or “Yes” to C8, and/or you perceive this instance to be intentional, this case has reached the threshold to be assessed as a Level Two or Three investigation.   If you are unsure whether the student’s actions were intentional, default to a Level Two investigation. | Level Two/Three Investigation required |
|  | 1. If you consider the matter **does not** reach Level One (e.g., an instance of accidental leaving off of quotation marks or a reference), but still suggests poor scholarship, follow through with feedback to the student.   You may wish to seek advice from your Division’s Associate Dean (Academic) if you are unsure if the case meets Level One. | Provide Student feedback |

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| **Section E – Outcome Pathways** |
| 1. *No Academic Misconduct Case to Investigate:*   Proceed with normal academic follow-up and provide full documentation to [Academic Integrity](mailto:academic.integrity@otago.ac.nz), who will record a No Misconduct outcome. |
| 1. *Level One Academic Misconduct Case to Investigate:*   Proceed to full Level One investigation by HOD or nominee.  Send the standard letter to the student inviting them to meet. After a meeting with (and/or written statement from) the student, you will then need to complete the rest of this form from Section G.  You do not need to complete Section F. Proceed to Section G following the meeting with the student.  ***Note****: When arranging to meet the student, ensure you provide them with the full details of the case, to give them a* *chance to respond to all the salient evidence in the case against them. Please see the* [*Best Practice in an Academic Misconduct Interview*](https://www.otago.ac.nz/otago0232444.pdf) *document.* |
| 1. *Level Two/Three Academic Misconduct Case to Investigate:*   This will proceed to full Level Two/Three investigation by the relevant Associate Dean (Academic).  Fill out Section F Supplementary Material for a Level Two Investigation, have the form signed by your HOD, and then forward along with full documentation to [Academic Integrity](mailto:academic.integrity@otago.ac.nz).  You do not need to complete Sections G to J. |

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| **Section F – Supplementary Material for a Level 2 Investigation**  *(to be completed/forwarded with the case file to the Head of Student Experience to coordinate investigation of this as a Level 2 case.)* |
| Please attach course outline/information |
| Evidence of learning support around Academic Integrity in the paper (writing guides, course content or assessment covering referencing/paraphrasing) |
| Nature and percentage of assessment that involves the alleged misconduct |
| The nature and extent of the alleged misconduct – refer to Clause 2 of the [Student Academic Misconduct Procedures](https://www.otago.ac.nz/administration/policies/otago116850.html) for guidance on the different forms of academic misconduct |
| Factors relevant to the study/programme (e.g. level of study, studying across different programmes) |
| Student’s current standing in the paper (i.e. marks for completed assessment) |
| If you have already marked the assessment, please give the student’s current mark – and advise whether any marks have been deducted for the alleged misconduct |
| Any other information you believe may be relevant to this case |

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| **Section G – Consideration of a Level One Case by HOD or Nominee** |
| *In considering the nature or severity of the case, you may want to ascertain/consider the following aspects (refer also to the course outline/information):* |
| Evidence of learning support around Academic Integrity in the paper (writing guides, course content or assessment covering referencing/paraphrasing) – please attach course outline |
| Nature of assessment. What type of assessment? Percentage contribution to the overall mark |
| The nature and extent of the alleged misconduct – refer to Section 2 of the [Student Academic Misconduct Procedures](https://www.otago.ac.nz/administration/policies/otago116850.html) for guidance on the different forms of academic misconduct |
| The student’s intention |
| Factors relevant to the study/programme (e.g. level of study, studying across different programmes) |
| The impact of the possible outcome of the case on a student’s progression or graduation |
| Information and support provided to the student about academic integrity as part of the course (information gained in the meeting with the student) |
| Student’s current standing in the paper (completed assessment and remaining assessment) |
| Any other information you believe may be relevant to this case |

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| **Section H – Determination** | |
| *Please record your determination below (select one option only):* | |
| 1. No academic misconduct has occurred or there is insufficient evidence to support a finding that academic misconduct has occurred (go to Section J) | Yes/No |
| 1. Level 1 academic misconduct has occurred, and the evidence supports this with appropriate certainty (go to Section I) | Yes/No |
| 1. Academic misconduct has been shown to have occurred but is more serious than first thought. This should be considered a possible Level 2 or Level 3 misconduct (forward all documentation including this report to the Head of Student Experience at [academic.integrity@otago.ac.nz](mailto:academic.integrity@otago.ac.nz)) | Yes/No |

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| **Section I – Outcome** | |
| *If Level 1 academic misconduct has occurred, please select one or more of the educative outcomes from the list below. Release of the student’s final mark is usually contingent on them carrying out their educative action.* | |
| 1. Issue the student with a warning that includes information about the University’s Academic Integrity Policy and resources that are available to support the policy. | Yes/No |
| 1. Require the student to undertake personal consultancy with a Learning Adviser in Student Learning Development.   Students will normally receive one month to compete this task. Please specify if you prefer an alternative due date/time period: | Yes/No |
| 1. Require the student to undertake a supplementary, formative reflective assessment on academic integrity.   Please specify topic, word length and due date: | Yes/No |
| 1. Require the student to submit a new or revised version of the assessment affected by the academic misconduct, with the mark awarded for the resubmitted assessment not to exceed the student’s original mark (after any adjustments made below).   Please specify due date and who the assessment should be submitted to: | Yes/No |

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| *If Level 1 academic misconduct has occurred, and the student gained a higher mark than they otherwise would have [without the misconduct], their mark should be adjusted to remove this advantage (this should only be an adjustment to remove any advantage, not a penalty):* | |
| Adjust student’s mark to remove advantage from academic misconduct? | Yes/No |
| If Yes: |  |
| * Indicate the number or percentage of the total possible marks for the assessment that should be deducted (not normally to exceed 50%) AND |  |
| * Indicate the final adjusted mark to be awarded for the assessment |  |
| * Confirm that marks deducted for misconduct had not already been deducted in the normal marking process (i.e. this has been checked with the marker) | Yes |
| The mark deduction should not normally exceed 50% of the total marks available for the assessment at Level 1. If this is an exceptional circumstance requiring a higher mark deduction, please provide an explanation: | |

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| **Section J – Completion of case** | |
| *Checklist* | |
| Outcome communicated to staff member who initiated the report | Yes/No |
| Would it be beneficial to discuss the course design with the paper coordinator in which this case occurred? | Yes/No |
| If Level 1 academic misconduct is found to have occurred, Head of Department will ensure that outcome(s) are actioned | Yes |

This report to be signed by the nominee and/or HoD and forwarded along with all other documentation to [academic.integrity@otago.ac.nz](mailto:academic.integrity@otago.ac.nz)

Completed by (HoD or nominee):

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*Name* *Signature* *Date*

Endorsement of delegation of authority by HoD (if not completed by HoD):

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*Name* *Signature* *Date*