

**Cyfeirio at y Panel Ymchwilio y Brifysgol / Referral to the University’s Panel of Enquiry**

**Gweithdrefn Uniondeb Academaidd – Academic Integrity Procedure**

**Section A:**

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| --- | --- | --- | --- | --- |
| **Referral Details** | | | | |
| Student Name |  | Student Number (500) | |  |
| College |  | School |  | |
| Programme & Level e.g. PhD |  | Year of Study |  | |
| Referral By |  | Referral Date |  | |

**Please note:**

This Procedure deals with allegations of academic misconduct in examinations and coursework, including assessment in non-award-bearing courses.

Academic integrity means being honest, trustworthy, diligent, fair and respectful, and is about ensuring the integrity of a student’s work and ultimately the award they receive from Bangor University. This Academic Integrity Procedure applies to issues in both examinations and coursework (including written, and oral work, dissertations and theses).

Academic misconduct includes (but is not limited to) issues of plagiarism, collusion, cheating, breach of examination regulations, fabrication of data, impersonation of others or the use of essay banks or mills for assessment.

Poor academic practice is weaknesses in the way that the work of others is referenced or over-reliance on referenced material with insufficient independent academic input from the student.

The responsibilities of schools, staff and students are listed in the [Academic Integrity Procedure](https://www.bangor.ac.uk/regulations/procs/proc05.php.en) in Appendix 1 and Appendix 2. Prevention of instances of academic misconduct is always preferable to applying penalties, and Appendix 1 and 2 include guidance for schools, staff and students on how to avoid instances of academic misconduct, and how to promote academic integrity. The use of Turnitin to detect plagiarism is described in Appendix 3.

**Additional Information:**

You can find a copy of the Academic Integrity Procedure [HERE](https://www.bangor.ac.uk/regulations/procs/proc05.php.en). Please ensure that steps taken prior to this referral are compliant with the Procedure. Any missed steps should be completed prior to a referral.

This referral form has been created with the intention of assisting Schools / Colleges with this process, and also as a self-audit tool prior to a referral being made. This (or excerpts) will be provided to the Panel of Enquiry and Student.

Please refer any feedback regarding the process, any queries, and this referral (and evidence) to [academicintegrity@bangor.ac.uk](mailto:academicintegrity@bangor.ac.uk)

This form (or excerpts from it) will be provided to the Panel of Enquiry and Student/Representatives. Please ensure that the content is suitable for release now, and potentially as part of later enquiries i.e. appeal and / or complaint.

**Section B (Please add additional sections if required):**

**Problematic work, and allegation(s)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Problematic work - 1 | | | | | | | | | |
| Module Code | |  | | | Module Title |  | | | |
| Assignment Title | |  | | | Examination Title |  | | | |
| Core / Non-Core | |  | | | Credit Value |  | | | |
| Allegation (please place an ‘X’ in the relevant box(es)) | | | | | | | | | |
| Plagiarism |  | | Collusion |  | Cheating in Exam | |  | Contract Cheating |  |
| If Plagiarism, what is the % value of the Similarity Report, when attempts to reference are discounted? | | | | | | | | | |
| Similarity Score: | | |  | | | | | | |
| If Collusion, which students are alleged to have colluded? If they are a Bangor Student, they may also be invited. | | | | | | | | | |
| Name of student(s): | | |  | | | | | | |
| Specific Allegation:  Please clearly describe and highlight examples of the reasons for the referral (i.e. examples of alleged plagiarism arising from the Turnitin Report), and make reference to the evidence that exists to support the allegation.  This evidence must be provided either within this referral form, or separately at the time of the referral. Turnitin Reports should have ‘live links’ for the Panel to check the sources if possible. | | | | | | | | | |
|  | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Problematic work - 2 | | | | | | | | | |
| Module Code | |  | | | Module Title |  | | | |
| Assignment Title | |  | | | Examination Title |  | | | |
| Core / Non -Core | |  | | | Credit Value |  | | | |
| Allegation (please place an ‘X’ in the relevant box(es)) | | | | | | | | | |
| Plagiarism |  | | Collusion |  | Cheating in Exam | |  | Contract Cheating |  |
| If Plagiarism, what is the % value of the Similarity Report, when attempts to reference are discounted? | | | | | | | | | |
| Similarity Score: | | |  | | | | | | |
| If Collusion, which students are alleged to have colluded? If they are a Bangor Student, they may also be invited. | | | | | | | | | |
| Name of student(s): | | |  | | | | | | |
| Specific Allegation:  Please clearly describe and highlight examples of the reasons for the referral (i.e. examples of alleged plagiarism arising from the Turnitin Report), and make reference to the evidence that exists to support the allegation.  This evidence must be provided either within this referral form, or separately at the time of the referral. Turnitin Reports should have ‘live links’ for the Panel to check the sources if possible. | | | | | | | | | |
|  | | | | | | | | | |

**Section C:**

Please also confirm:

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| What opportunities (Teaching / Training / Support) has this student had to learn about Academic Integrity, including Academic Misconduct, since they first registered? How can this be evidenced? |
|  |
| Are there any Special Circumstances reported by the student, including circumstances which may have prevented the student from attending any of those opportunities? |
|  |
| Did the student have the opportunity to ‘check’ their work in Turnitin prior to a final submission as permitted by the Academic Integrity Procedure (see Appendix 3, Paragraph 5) ahead of the submission deadline? If the work was granted an extension, was the student able to ‘check’ their work up until the time of submission? If not, why? |
|  |

**Section D:**

**Previous Upheld Allegations (School Decision(s)) – add extra sections if required**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Allegation | | | | | | | | | | | |
| Date |  | | Module Code | |  | | Assignment Title | |  | | |
| Upheld Allegation (please place an ‘X’ in the relevant box(es)) | | | | | | | | | | | |
| Plagiarism | |  | | Collusion |  | Cheating in Exam | |  | | Contract Cheating |  |
| Penalty Determined | | | | | | | | | | | |
|  | | | | | | | | | | | |

**Section E:**

**Previous Upheld Allegations (University Panel of Enquiry) – add extra sections if required**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous Allegation | | | | | | | | | | | |
| Date |  | | Module Code | |  | | Assignment Title | |  | | |
| Upheld Allegation (please place an ‘X’ in the relevant box(es)) | | | | | | | | | | | |
| Plagiarism | |  | | Collusion |  | Cheating in Exam | |  | | Contract Cheating |  |
| Penalty Determined | | | | | | | | | | | |
|  | | | | | | | | | | | |

**Section F:**

**Case Presenter**

Following assessment, if a case is agreed to exist, the matter will be considered by a Panel of Enquiry.

Please confirm the details of the staff member (usually the School Academic Misconduct Officer) that will present the case to the Panel:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |

NB: This staff member should be authorised to do so by the School or College.