**FACULTY OF HUMANITIES**

**INFORMATION FOR ACADEMIC MALPRACTICE HEARINGS**

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| **School:** |

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| **SECTION A – STUDENT DETAILS** |

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| **Surname** |  | |
| **First Name(s)** |  | |
| **Gender** |  | |
| **University ID Number** |  | |
| **Home /International** |  | |
| **Term Address** | | **Home Address** |
| **University Email Address** |  | |
| **Alternative Email Address** |  | |
| **Telephone Number** |  | |

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| **SECTION B – PROGRAMME/COURSE UNIT DETAILS** |

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| **Programme** |  |
| **PGT/UG** |  |
| **Current Year of Study**  *(ie Year 1, 2, 3 etc)* |  |
| **September 2012 Regulations** | **Yes ❒ No ❒** |
| **Title of Course Unit** |  |
| **Code Number** |  |
| **Credit Rating** |  |
| **Weighting of Assessment**  *(ie Exam 50%, Assignment 50%)* |  |

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| **SECTION C – DETAILS OF ALLEGED MALPRACTICE** |

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| **Proportion of Assessment**  **Subject to Malpractice** |  |
| **Turnitin Report Included** | **Yes ❒ No ❒** |
| **Previous Academic Malpractice Offences**  *(Please state level & give brief details)* |  |
| **Details of Academic Malpractice**  **training/information received by the student** |  |
| **Statement on the nature of the academic malpractice found in the piece(s) of assessment**  *(The Faculty requires a short statement describing the suspected offence from the relevant course unit leader[s])* | |

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| **SECTION D – SCHOOL DETAILS** |

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| **Referring Academic** |  |
| **Date Referred** |  |
| **Administrator** |  |
| **School Representative**  *(This is the person who will be attending the hearing and must not be the person who discovered the alleged malpractice)* |  |

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| **SECTION E – RELEVANT INFORMATION** |

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| **Any other relevant information**  *Please include:-*  *i) Any relevant information on the student’s progress to date, as panels are required to take account of the effect of any penalty on a student’s progression.*  *ii) Mark Grid.*  *iii) A breakdown of marks for each component of assessment for the course unit(s) in contention.* |

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| **SECTION F – ATTACHMENTS** |

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| **Please 🗸 as appropriate:-**  **❒** The Student’s piece(s) of work cross referenced to Sources  **❒** Cross referenced Source(s)  **❒** Information Sheet  **❒** Turnitin Report  **❒** Letter sent to student informing them of the referral to Faculty  **❒** Any other relevant information |

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| **SECTION G – NOTES** |

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| 1. Please ensure that the materials for the case are properly marked up ie essays and source materials must be:-  i) Underlined in black ink only  ii) Black and white copies  *(Case materials for the panel hearing are copied on a black and white photocopier and will not pick up certain colours or highlighter markings)*  iii) Comprehensively cross-referenced with each other  **Any cases not presented in this way may have to be returned to the School**  2. Please indicate in ***Section C*** as to whether a Turnitin Report is being submitted. Please note that this report may not be sufficient to identify the extent and seriousness of the alleged offence. In such cases, the panel will expect to see marked up evidence of the source materials for the malpractice cases. |

Please send this form, together with the papers and any other relevant documentation for the case, to:-

**Damien Tolan**

**Malpractice, Complaints and Appeals Coordinator**

**Room G 5**

**Devonshire House**

**Faculty of Humanities**

[**damien.tolan@manchester.ac.uk**](mailto:damien.tolan@manchester.ac.uk)

**Office Use Only**

*Date Received*