**Appendix II: Form for 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:

|  |  |
| --- | --- |
| Submission of work not the student’s own, irrespective of whether the student paid for or commissioned this work |  |
| Commissioning or buying of work via professional agencies |  |
| Submission of same/similar work for more than one assessment |  |
| Falsification of research results, data, interview or any other research procedure |  |
| Unauthorised use of Artificial Intelligence aids |  |
| Provision of false information to obtain unjustified concessions |  |
| Reproduction of work (even with small changes) of another, sourced from books, journals, articles, multimedia files, lecture notes, the Internet, etc., without appropriate acknowledgement to the author(s) of that work |  |
| Collusion by a group of students to present an assessment, or a substantial part thereof, when the assessment required individual research and outcome to be presented |  |
|  |  |
| Other (provide a description of the academic misconduct) | |
|  | |

**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)