Appendix II: Form for academic staff for reporting cases of alleged breaches of academic integrity

Where a case is being referred to the University Disciplinary Committee, the form below can be appended to the [Disciplinary Committee complaint form](https://www.dcu.ie/sites/default/files/info/165.1_-_sccd_form_complaint_submission.pdf).

Complete section A, B/C, D and E SECTION A:

Provide the following details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student ID** |  | | | **Date** |  |
| **Student name** |  | | | | |
| **Programme** |  | **YEAR2** |  | **Module** |  |
| **Lecturer/Tutor,**  **ETC.3** |  | | **Plagiarism Representative** |  | |

# SECTION B: ALLEGED BREACH OF ACADEMIC INTEGRITY

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 |  |

2 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.

3 Usually programme chair, module co-ordinator, teaching convenor, etc. Please contact Head of School/Head of Open Education for details.

|  |  |
| --- | --- |
|  |  |
| Provision of false information to obtain unjustified concessions |  |
| **Other (provide a description of the breach of academic integrity)** | |
|  | |

# SECTION C: SUSPECTED PLAGIARISM

Indicate as appropriate:

|  |  |
| --- | --- |
| 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 other alleged plagiarism activities)** | |
|  | |

# SECTION D:

Describe the alleged breach or suspected plagiarism involved, providing excerpts or examples as appropriate which demonstrate or represent the same.

**SECTION E:**

Attach all relevant material (in the appropriate format) relating to the alleged breach of academic integrity or suspected plagiarism.