|  |
| --- |
| **Student Misconduct Incident Report**  |
| This form may be used by staff to refer alleged incidents of plagiarism, academic or behavioural misconduct to be dealt with under the [Student Discipline Procedure](https://www.ucd.ie/secca/t4media/secca_student_disciplinary_procedure.pdf). Relevant evidence and supporting materials should be submitted with the completed form to student.conduct@ucd.ie **Important – please note*** On review of this report, the Student Discipline Procedure may be initiated and this report may be issued to the student respondent as part of this procedure.
* Queries relating to reporting incidents, or to the Student Discipline Procedure, should be directed to staff of the Student Engagement, Conduct, Complaints and Appeals (SECCA) at student.conduct@ucd.ie
* Before completing the form, please read the [*Guide to Completing the Student Misconduct Incident Report*](https://www.ucd.ie/secca/t4media/Guide_CompletingMisconductFrm.pdf)

**Data Protection:** \*This form should be used for reporting allegations against individual students. Please do not include the personal data of other students in this form or in supporting documents. Where the names or personal details of other students appear in supporting documents they should be redacted before being submitted.

|  |
| --- |
| **The Form is split into three parts**1. **Reporting Academic Misconduct (Plagiarism)**
2. **Reporting Academic Misconduct (Other)**
3. **General Misconduct**

Please select from the relevant category below and complete the associated section below. More than one category may be selected. |
| [ ]  Academic Misconduct (Plagiarism) – See section 2 of the Student Code of Conduct.  |
| [ ]  Academic Misconduct (Other) - See section 2 of the Student Code of Conduct. |
| [ ]  General Misconduct - See section 3 of the Student Code of Conduct.  |

**Date of decision to refer the case to the University level**

|  |
| --- |
| Click here to enter text. |

 |
| 1. **ACADEMIC MISCONDUCT (PLAGIARISM)**
 |
| **DETAILS OF PERSON SUBMITTING THE REPORT**  |
| **NAME**  |  |
| **SCHOOL**  |  |
| **CHAIR OF THE SCHOOL PLAGIARISM COMMITTEE**  |  |
| **EMAIL / TEL** |  |
| **STUDENT AGAINST WHOM THE ALLEGATION IS MADE**  |
| **STUDENT NAME** |  |
| **STUDENT NUMBER**  |  |
| **STUDENT CONNECT EMAIL ADDRESS** |  |
| **PROGRAMME TITLE**  |  |
| **STAGE** |  |
| **MODULE TITLE(S) AND CODE(S) RELEVANT TO THE ALLEGED BREACH**  |  |
| **INCIDENT / ALLEGATION**  |
| **Form OF ALLEGED PLAGIARISM**Please tick all that apply | **2. Academic Misconduct: 2.9 Plagiarism**[ ]  Presenting work authored by 3rd party[ ]  Failure to acknowledge sources of writing [ ] Citation failure[ ] Representing collaborative work as own, including collusion or copying from others during examinations[ ] Self-plagiarism [ ] Other (if selected *other* please describe below) |
| **UCD PLAGIARISM TARRIF SCORE IF USED** |  |
| **DATE(S) ON WHICH ALLEGED INCIDENT(S) OCCURRED** |  |
| **GRADE ASSIGNED BY EXAMINER, IF AVAILABLE**  |  |
| **MODULE ASSESSMENT** Note the assessment component breakdown for the module and any grades already attained |  |
| **STATE THE DATE OF THE NEXT REMEDIATION OPPORTUNITY FOR THIS STUDENT** |  |
| **IF A FINAL YEAR STUDENT, WHEN IS THE STUDENT DUE TO GRADUATE?** |  |
| **DATE OF SCHOOL PLAGIARISM COMMITTEE MEETING** |  |
| **SUMMARISE ALLEGED PLAGARISM** Please include summary of the School Plagiarism Committee’s meeting with the student, where applicable.  |
| **SUPPORTING DOCUMENTS** The following supporting documents should be submitted, where available. All documentation reviewed and relied upon by the School Plagiarism Committee should be submitted with this form. [ ] Original assignment[ ] Marked up assignment (by Module Co-ordinator/Examiner)[ ] Plagiarism Detection Report (Urkund)[ ] Report by Module Co-ordinator [ ] Minutes/Summary Note of the relevant School Plagiarism Committee meeting When submitting supporting documentation please refer to *data protection* in the notes above. |
| **DATE**  |

|  |
| --- |
| 1. **ACADEMIC MISCONDUCT (OTHER)**
 |
| **DETAILS OF PERSON SUBMITTING THE REPORT**  |
| **NAME**  |  |
| **SCHOOL**  |  |
| **EMAIL / TEL**  |  |
| **STUDENT AGAINST WHOM THE ALLEGATION IS MADE**  |
| **STUDENT NAME** |  |
| **STUDENT NUMBER**  |  |
| **STUDENT CONNECT EMAIL ADDRESS** |  |
| **PROGRAMME TITLE**  |  |
| **STUDENT STAGE** |  |
| **MODULE TITLE(S) AND CODE(S) RELEVANT TO THE ALLEGED BREACH** |  |
| **ACADEMIC BREACH /ALLEGATION**  |
| **FORM OF ALLEGE ACADEMIC BREACH**Please tick all that apply | **2. Academic Misconduct** **Breaches of the Examination Regulations** [ ]  2.1 Failure to be in possession of your university ID card. [ ]  2.2 Copying or cheating at any examination or other assessments, such as an in-semester test. [ ]  2.3 Sitting/attempting to sit an examination under another student’s identity at any examination or in-semester test. [ ]  2.4 Arranging for someone else to sit an examination under your name / on your behalf. [ ]  2.5 Bringing unauthorised notes or other materials into an examination or test. [ ] 2.6 Use, or attempted use, of a mobile phone or any other unauthorised electronic device during an examination or test. [ ]  2.7 Removing examination scripts, question papers or other stationery from an examination. [ ] 2.8 Any other breach of the examination regulations or any action that may jeopardise the integrity of an assessment. [ ] 2.10 Use of fraudulent or falsified UCD documents, e.g., transcripts or examination results. [ ] 2.11 Submission of fraudulent or falsified data or content in work submitted for assessment. [ ] 2.12 Failure to conduct research ethically, lawfully or in compliance with the UCD Code of Good Practice in Research, Research Integrity Policy |
| **DATE(S) AND VENUE IN WHICH ALLEGED INCIDENT(S) OCCURRED** |  |
| **GRADE ASSIGNED BY EXAMINER, IF AVAILABLE**  |  |
| **MODULE ASSESSMENT** Please note the assessment component breakdown for the module and any grades already attained |  |
| **STATE THE DATE OF THE NEXT REMEDIATION OPPORTUNITY FOR THIS STUDENT** |  |
| **IF A FINAL YEAR STUDENT, WHEN IS THE STUDENT DUE TO GRADUATE** |  |
| **SUMMARISE ALLEGED ACADEMIC BREACH**Please include summary of any meeting with the student, where applicable.  |
| **SUPPORTING DOCUMENTS** The following supporting documents should be submitted, where available.[ ] Original exam paper[ ] Incident report form from exam hall[ ] Marked up exam paper (by Module Co-ordinator/Examiner)[ ] Unauthorised material[ ] Urkund report (if applicable)[ ] Report by Module Co-ordinator [ ] Minutes/Summary Note of any meeting with the student When submitting supporting documentation please refer to *data protection* in the notes above |
| **DATE**  |

|  |
| --- |
| 1. **GENERAL MISCONDUCT**

 |
| **DETAILS OF PERSON SUBMITTNG THE REPORT**  |
| **NAME**  |  |
| **TITLE**  |  |
| **EMAIL / TEL**  |  |
| **STUDENT AGAINST WHOM THE ALLEGATION IS MADE**  |
| **STUDENT NAME** |  |
| **STUDENT NUMBER**  |  |
| **STUDENT CONNECT EMAIL ADDRESS** |  |
| **PROGRAMME TITLE**  |  |
| **STUDENT STAGE** |  |
| **MODULE TITLE(S) AND CODE(S) RELEVANT TO THE ALLEGED BREACH** |  |
| **INCIDENT / ALLEGATION**  |
| **FORM OF ALLEGED BEHAVIOURAL BREACH** Please tick all that apply  | **3. General Misconduct**[ ]  3.1 Failure to comply with University rules [ ]  3.2 Obstructive, disruptive or reckless behaviour[ ]  3.3 Violent, abusive, threatening, offensive or unacceptable behaviour, including bullying, harassment, sexual misconduct and sexual harassment[ ]  3.3.1 Bullying [ ]  3.3.2 Cyber bullying [ ]  3.3.3 Harassment[ ]  3.3.4 Sexual misconduct and sexual harassment [ ]  3.3.5 Other Misconduct, behaviour deemed unacceptable.[ ]  3.4 Misuse of IT Services [ ]  3.5 Damage to, or misuse of, property [ ]  3.6 Theft, fraudulent and dishonest behaviour [ ]  3.7 Alcohol and drug and controlled substance abuse [ ]  3.8 Reputational Damage [ ]  3.9 Incitement  |
| **DATE(S) ON WHICH ALLEGED INCIDENT(S) OCCURRED** |  |
| **DATE OF CATEGORY 1 AND/OR CATEGORY 2 MEETING WITH STUDENT (*Estate Services only*)** |  |
| **SUMMARISE ALLEGED BEHAVIOURAL BREACH**Please include summary of UCD Estate Services meeting (or equivalent) with the student, where applicable.  |
| **SUPPORTING DOCUMENTS** The following supporting documents should be submitted, where available / applicable. For reports relating to breaches in UCD residences all documentation reviewed and relied upon at the student’s meeting with the Estate Services should be submitted with this form. [ ]  Original incident report form, if relevant[ ]  Minutes/Summary Note of any meetings with the student e.g., Category 1 or 2 meetings [ ]  Photographic evidence, if applicableWhen submitting supporting documentation please refer to *data protection* in the notes above. |
| **DATE**  |