

**STRICTLY CONFIDENTIAL**

**University of Edinburgh**

**ACADEMIC MISCONDUCT REPORT FORM**

Suspected cases of academic misconduct should be reported to the relevant School Academic Misconduct Officer (SAMO) in the first instance. The SAMO will decide whether the case can be handled at School level or should be referred to the College Academic Misconduct Officer (CAMO).

**PART ONE: For completion by the marker or course organiser before referring a case to the SAMO.**

Please note that if the case is formally investigated the student(s) will be provided with a copy of this report.

**1. Staff details:**

Name of staff member reporting the suspected offence

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Role (e.g. marker / course organiser)

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Name of SAMO

Dr Ruth Doherty

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**2. Student Details**

Please provide the following information:

Student name:

Matriculation number:

Programme and year of study

Course affected (credits)

Name of assessment affected and proportion of course

Face value mark for work

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3. Brief summary of the reasons for suspecting academic misconduct and details of any evidence gathered to date. Please include an approximate estimate of any benefit to the students' mark from plagiarised sections (i.e. <10%, between 10% and 30%, greater than 30% of their mark):

The following must be included in Section 3 (above) or accompany this form:

- Details of any previous advice or warnings given to the student
- A copy of the affected work with relevant sections highlighted
- Copies of any source documents identified with relevant sections highlighted
- Comments of the marker, if relevant
- Clear notes in plain English explaining the evidence currently available (Section 3 completed)
- The face-value mark awarded and the basis for that mark   
*NOTE: If no face value mark is supplied please provide an explanation and inform SAMO as soon as it is available.*

Any further comments:

**Signature**

**Date**

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**PART TWO: For completion by the SAMO**

**5. SAMO decision**

A. Minor offence   
dealt with by SAMO. Complete section 7 below

B Major offence   
To be dealt with by CAMO. Send this form, after completing section 6, and all documentation to Academic Misconduct Administrator in College Office.

Please confirm that you have:

- Informed the convener of the relevant Board of Examiners

**6. Referral to the College Academic Misconduct Officer (CAMO)**

Comments of SAMO on the case, including reason(s) for referral to the CAMO.

Please confirm that you have included all relevant documentation to date, including those items listed at section 4 above:

**Signature**

**Date**

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**7. Outcome of minor case**

Outline your decision and action taken

**Signature**

**Date**