UCD College of Business

Suspected Student Plagiarism Report Form (SSPRF)

General Information

Student name:	
UCD Student Number:	
UCD Student Email Address:	
Academic Programme & Stage:	
Module Code & Title:	
ECTS credit value of module:	
Module assessment strategy: (Please list all components, indicating clearly whether they are individual- or group-based assessments, and the proportion of the overall module grade at stake in each case.)	
Details of assessment component under suspicion:	
Confirm the value of this assessment component as a percentage of overall module:	

Details of Suspected Infringement

Date(s) and location(s) in which the incident(s) occurred:	
Evidence upon which your suspicions are based: (For instance, it would be important to provide a clear and comprehensive commentary on the Urkund reports generated, and your analysis of what they are telling you. Please set out the evidence carefully, in a manner that is easily accessible for the AIC or the Registrar.)	
Details of any actions taken in response to the incident or communication with the student in question:	
Your assessment of the seriousness of the suspected breach: (Please offer some rationale for your choice in the comments section below. Note that this is merely indicative -- the AIC, or the Registrar, will make a final determination on this issue.)	☐ Mild (meriting a minor academic penalty, such as a minor grade reduction) ☐ Moderate (meriting a more significant academic penalty, up to, and including, a capped resubmission or resit) ☐ Serious (serious and deliberate undermining of the assessment component, perhaps requiring escalation to be dealt with under UCD's Student Discipline Procedure)
Further commentary or background that might be relevant to the investigation:	

Confirmation of Supporting Documentation

Each submission to the AIC should comprise a <u>maximum of two documents for each student</u> – i.e. a completed Suspected Student Plagiarism Report Form (this form) and a separate consolidated file containing all other supporting documentation. Where there is more than one student involved in a case, <u>one further document</u> should also be included, providing an overview of the case as specified below. All documents should be submitted to the VPTL (seamas.kelly@ucd.ie) in <u>PDF format</u>.

I confirm that I have included the following (<u>in a single document in PDF format</u>) as part of my submission:	☐ A copy of the student submission(s) in question; preferably an annotated version highlighting the suspicious sections. ☐ A copy of the Urkund report(s) generated. ☐ Copies of any relevant correspondence with the student. ☐ A copy of the module outline, together with any relevant supplementary student guidelines or rubrics associated with the assessment component(s) in question.
Where there is more than one student involved in this case, I confirm that I have included the following (<u>in PDF format</u>) as part of my submission:	☐ One <u>Case Summary document</u> providing an overview account of the overall case against the group of students, taken together. This should also include a ranked comparison table of the estimated level of seriousness of each student's suspected transgression, together with their percentage Urkund score (if applicable).

Module Coordinator name:	
Subject Area:	
Date:	