



# Academic Misconduct Allegation Reporting Tool User Guidance

## A. Introduction

The [Academic Misconduct Allegation Reporting Tool](#) has been made available to you as a way of reporting any actual or potential Poor Academic Practice or Academic Misconduct/Severe Academic Misconduct that you have seen or know about whilst at City.

We hope that you will feel able to voice concerns openly under our [Academic Integrity & Misconduct Policy](#) and encourage you to raise any concerns and submit available evidence via this tool. If you want to raise your concern confidentially, you can do so anonymously.

Please note that submitting an Allegation Report anonymously may limit our ability to take action. We will generally only consider an anonymous allegation report where it is clear from the supporting evidence that the claim(s) can be substantiated.

In all cases, we will ensure that we do not reveal your identity to anyone other than those involved in investigating your report.

## B. Before Completing the Report

It is necessary for someone who submits an Allegation Report to have **'direct experience'** that potential Academic Misconduct or Severe Academic Misconduct is being, has been, or is likely to be committed. **'Hearsay'** is not deemed sufficient to launch a Preliminary Investigation.

- **Having 'direct experience' means that you have personally seen, heard, or experienced the events, evidence or behaviour in question, rather than relying on second-hand information or what others have told you.**
- **'Hearsay' refers to information that is based on what someone else told you, rather than on what you personally observed, heard, or experienced.**

When submitting an Allegation Report you will also have the option to attach any relevant evidence. You are strongly encouraged to submit this, wherever possible, to us to be able to take relevant action.

**The information provided within the Allegation Report and if available, the evidence submitted, requires that the person being accused can be accurately identifiable.**

Examples of evidence that may be considered sufficient to launch a Preliminary Investigation includes but is not limited to:

- **Screenshots of text messages, social media messages, WhatsApp messages and any other digital communications platform.**
- **Emails.**
- **Handwritten notes/letters.**
- **Social Media Messages.**

**Please be aware that if you choose to make a report anonymously and do not provide any evidence, the University will not be able to take any action as a result. However, data from anonymous reports may be used to identify patterns of incidents so that the University can further enhance our academic integrity support services.**

Where the person being accused cannot be identified using the information you have provided, or where the available evidence or information within the report is deemed to be hearsay, no further action will be taken.

### **C. Completing the Report**

Please allow yourself enough time, in an appropriate environment, to complete the report. Once started it cannot be saved and if you close the webpage before you select "SUBMIT" your progress will be lost.

**Please note**, the following questions have been extracted from the online tool for guidance purposes only. **Do not complete this word document, it will not be accepted as a report.** When you are ready to complete the report, please do so by using the following link: [Academic Misconduct Allegation Reporting Tool](#)

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## ABOUT YOU

The report will begin by asking you to please select one of the following:

- **I am happy to provide my details**
- **I would prefer to remain anonymous**

If you choose to submit your report and remain anonymous, we will not seek to collect any identifying information from you. By choosing to remain anonymous, please be mindful that this may limit the response the University is able to take.

If you are not reporting anonymously, the report will then ask you to provide the following details about yourself:

- Your Full Name
  - This is compulsory unless you choose to remain anonymous.
- Your student ID number
  - If applicable unless you choose to remain anonymous.
- Your School/Department
  - If applicable unless you choose to remain anonymous.
- A contact email address
  - This is compulsory unless you choose to remain anonymous. If you have a City St George's email address, please provide this one.

## ABOUT THE PERSON YOU ARE REPORTING ABOUT

**Please note that for the University to be able to act on your report, the information you provide and/or the available evidence you submit, requires that the person being accused is accurately identifiable.**

If known, you will be asked to provide the following details regarding the person you are reporting about:

- **Full Name**
- **Student ID**
- **School**
- **Programme/Course of Study**

This information is not compulsory if the available evidence you submit allows the University to accurately identify the person you are reporting about. However, please note that the more information and evidence you are able to provide the more likely it is that the University's will be able to act on your report.

## ABOUT THE ALLEGATION

The report will then provide an open text box and ask you to please provide as detailed of a report as you can of the actual or potential Academic Misconduct or Severe Academic Misconduct that you have seen or know about.

Please ensure that as much information as possible is provided to support the University to be able to act upon your report. Please include details such as names, dates and programme(s) / module(s) which are impacted by the suspected misconduct.

## EVIDENCE

Lastly the report will ask you to then attach any proof/available evidence that you have. Examples of evidence that may be considered sufficient may include, but is not limited to:

- **Screenshots of text messages, social media messages, WhatsApp messages and any other digital communications platform**
- **Emails**
- **Handwritten notes/letters**
- **Social Media Messages**

There are 3 upload buttons available within the reporting tool. Each button can only upload one document. If you have more than 3 documents you wish to attach, please combine the available evidence (e.g. you can copy and paste several screenshots into one Word or PDF document) before attaching.

**If a report is submitted anonymously and without any evidence, the University will not be able to take any action as a result.**

## SUBMITTING THE REPORT

**Please allow yourself enough time, in an appropriate environment, to complete the report. Once started it cannot be saved and if you close the webpage before you select "SUBMIT" your progress will be lost.**

Once submitted if you have provided your details and it is appropriate, a relevant School/Department staff member may contact you. If you have completed the report anonymously, this will be reviewed, and you will not be contacted.