**Appendix 4**

**Faculty Academic Misconduct Referral Document –** to be completed and returned to [appeals@kcl.ac.uk](mailto:appeals@kcl.ac.uk) for all referrals of alleged academic misconduct. Please call 020 7848 3989 if you have any queries. In cases of collusion please complete Section 2 for each students. In cases involving more than one assignment please complete Sections 3 & 4 for each affected assignment.

(Please complete highlighted sections – you may copy and paste whole table in email as a referral)

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| **Section 1: Referee Details:** | | | | | |
| **Referee Name:** | |  | | | |
| **Position within the Faculty:** | |  | | | |
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| **Section 2: Student Details:** | | | | | |
| **Name of Student:** | |  | **Student Number:** | |  |
| **Programme:** | |  | **Faculty:** | |  |
| **Additional Info:** | |  | | | |
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| **Section 3: Details of Allegation:** | | | | | |
| **Type of Misconduct:** | |  | **Level:** | |  |
| **Allegation:** | |  | **First Offence:** | |  |
| **Module Title:** | |  | **Module Code:** | |  |
| **Module Credit Value:** | |  | **Assignment Value:** | |  |
| **Summary:** | |  | | | |
|  | | | | | |
| **Section 4: Documentation Provided:** | | | | | |
| **Doc #** | **Type of Document:** | **Title of Document:** | | **Author:** | |
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| **Any Additional Information:** | | | | | |
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| **Section 5: Documents Submitted by Student (Normally For SCAO Use Only)** | | | | | |
| **Doc #** | **Type of Document:** | **Title of Document:** | | | **Author:** |
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