**Appendix 4**

**Faculty Academic Misconduct Referral Document –** to be completed and returned to 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:** |  |
|  |  |  |  |
| **Section 2: Student Details:** |
| **Name of Student:** |  | **Student Number:** |  |
| **Programme:** |  | **Faculty:** |  |
| **Additional Info:** |  |
|  |  |  |  |
| **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:** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| **Any Additional Information:** |
|  |
|  |
| **Section 5: Documents Submitted by Student (Normally For SCAO Use Only)** |
| **Doc #** | **Type of Document:** | **Title of Document:** | **Author:** |
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