

Academic Misconduct Application – User Guide

1. Introduction

The Academic Misconduct Application is an internal case-management system used to record, review and manage suspected cases of academic misconduct. For any queries on this system or academic misconduct in general, please contact conduct@bnu.ac.uk.

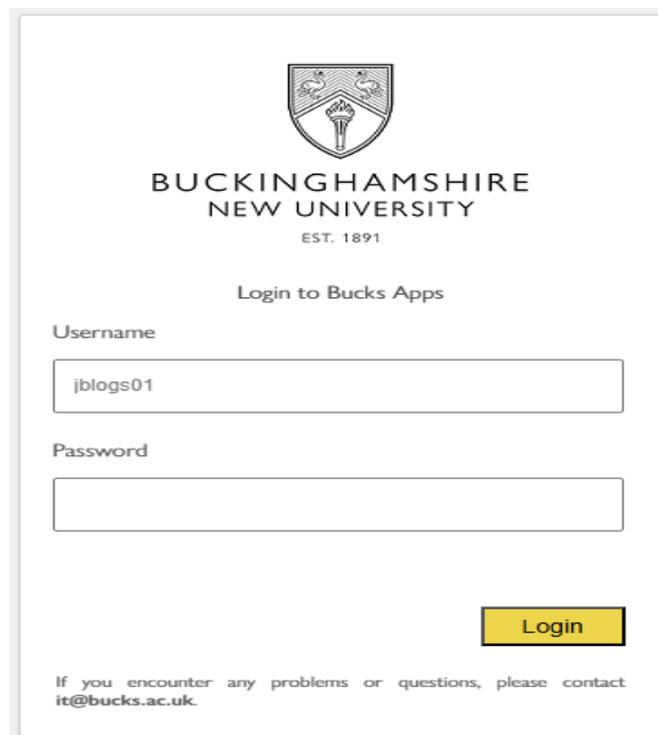
BNU's Academic Integrity Policy can be found here:

<https://www.bucks.ac.uk/sites/default/files/2025-09/Academic%20Integrity%20Policy.pdf>.

2. Accessing the System

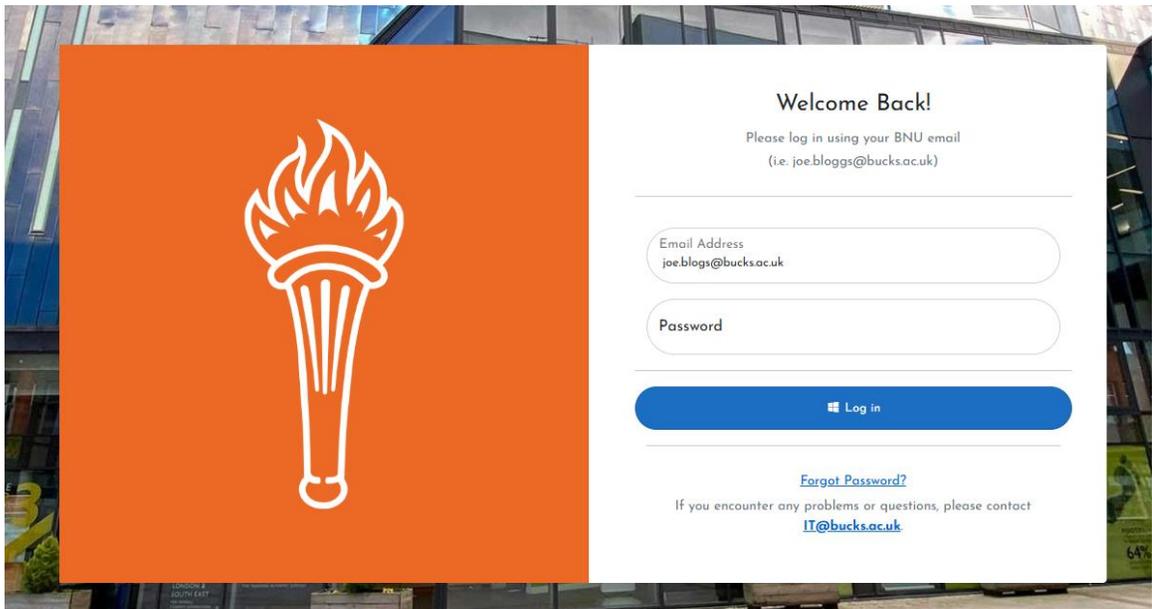
Open the Academic Misconduct Portal. This can be done through BNU Apps on the BEN website, and log in with your BNU email address and password. There may be two stages for the login process. The first may look as follows: For this tab, you will need to use your short username.

Partner Academics need to log in following this link: <https://bucksapps.bucks.ac.uk>.



The screenshot shows a login page for Buckinghamshire New University. At the top center is the university's crest, followed by the text "BUCKINGHAMSHIRE NEW UNIVERSITY" and "EST. 1891". Below this is the heading "Login to Bucks Apps". There are two input fields: "Username" with the value "jblogs01" and "Password" which is empty. A yellow "Login" button is positioned to the right of the password field. At the bottom, there is a note: "If you encounter any problems or questions, please contact it@bucks.ac.uk."

You may then be directed to this page. This page will need your full BNU email address and usual password, as shown below.



You will then be taken to the dashboard, where a case management tab should be available. If you do not have this tab, please contact conduct@bnu.ac.uk

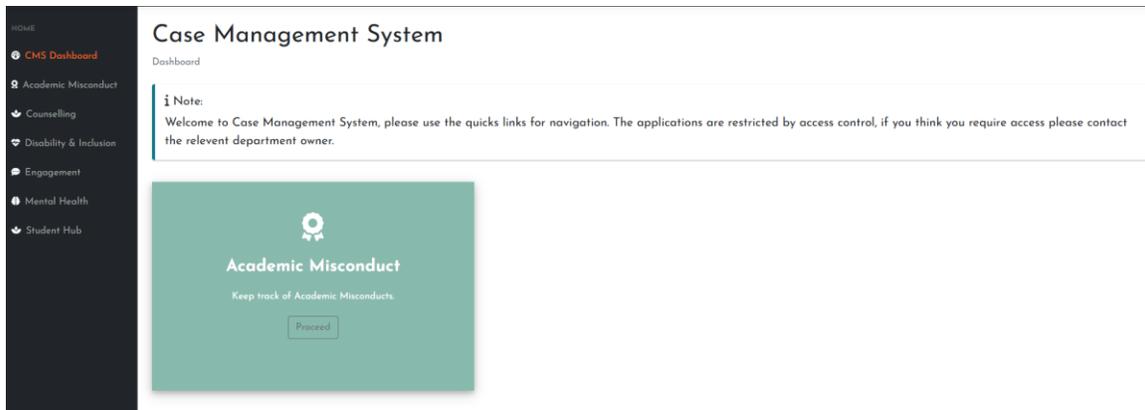
Dashboard

Please select the relevant tile(s) below to navigate. Applications are granted based on department roles. If you require access to one or more missing/required application(s), contact IT@bucks.ac.uk to request access.

BNU Applications

 Access Request Request access rights or changes to systems e.g. MIS, OIL, WPM etc. Proceed	 Accident, Dangerous... Reporting (ADOEI) Report an accident, dangerous occurrence or environmental incident. Proceed	 Associate User Management Associate user management. Proceed
 Case Management Case management for Academic Misconduct, Counselling, Disability & Inclusion, Engagement & Retention, Mental Health and Student Hub services. Proceed	 MIS Reports Management information system reports. Proceed	 Module Request Request modules or organisations for teaching on Blackboard. Proceed

Click on the case management tab, and you will be taken to another screen where you will find an academic misconduct tab.



Click on the academic misconduct tab and you will be taken to the home screen.

3. Academics / Identifiers

Before submitting the case, ensure you have collected all necessary evidence regarding the potential Academic Misconduct. There must be substantive evidence to support the allegation. The advice from one of our Academic Integrity Leads is as follows:

“If you are unsure whether it is academic misconduct – I would not submit. We often get cases where an academic is just asking the integrity lead as to ‘what do you think?’ You either believe there is a strong case for academic misconduct or not.”

Please contact conduct@bnu.ac.uk. For any misconduct related queries.

1. Put the student ID in the student search tab, and select the correct academic year. If the wrong academic year for the student is selected, then the wrong modules will be shown. Click search – the student's details will appear.

Academic Misconduct Allegation

[Dashboard](#) / Misconduct Case

Note:
Please search for a student below and then select the 'Search' button to locate the form.

Q Student Search

Student ID	Academic Year Academic Year 2025/26	x v	Search Q
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2. Check the student details are correct and complete the learner and identifier details.

Learner & Identifier Details		Assessment Details	Allegation Offence
<i>To be completed by the staff member who identified the concern (the Identifier).</i>			
Please complete all fields as fully as possible. This section helps us to understand the context of the assessment and any relevant learner information.			
Learner Information			
Student ID	Forename(s)	Surname	
99304010	Francisco Baracus	Ramon	
Academic Year	College Name		
25/26	(ACCA) - Creative Arts, Technology and Engineering		
Course Code	Course		
BAGDESFY	BA (Hons) Graphic Design with Foundation Year		
Course Year (i.e. Y1)	Campus or Location		
Y1	High Wycombe		
Student Status	University Email	Personal Email	
Student Status	99304010@bucks.ac.uk	informationssystem@bucks.ac.uk	
College Lead Name	College Lead Email		
College of Creative Arts, Technology and Engineering	academic.misconductCATE@bnu.ac.uk		

3. Complete the partner institution tab if from a partner college.

Partner Institution (if applicable)

Oxford Business College(UK Partner) X V

4. Tick yes or no if the learner is registered with the Disability services – if yes, tick if their Disability is disclosed.

Is the Learner Registered with the Disability Services?*

Yes No

Disability Disclosed?*

Yes No

Disability Details (if Yes to Disability Disclosed)

Demonstration|

5. Put in a concern date.

6. Complete the section on how the concern was identified.

To be completed by the staff member who identified the concern (the Identifier).

Please complete all fields as fully as possible. This section helps us to understand the context of the assessment and any relevant learner information.

Identifier Information

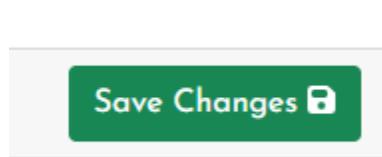
Identifier Name* x v Role / Job Title

College or Directorate

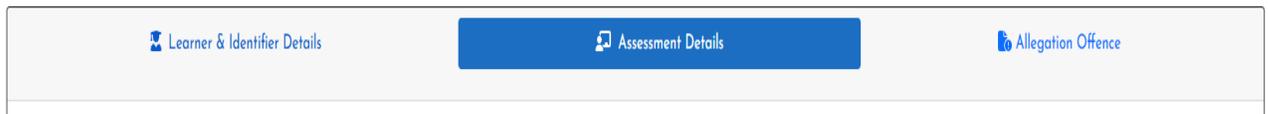
Email Concern Date*

How was the concern identified? *
(e.g. Turnitin report, exam observation, viva voce, student report, marker concern)

7. Click: SAVE CHANGES.



8. Scroll back to the top of the page and click on the assessment details tab.



9. Complete all sections of the assessment information section.

Learner & Identifier Details
Assessment Details
Allegation Offence

To be completed by the staff member who identified the concern (the Identifier).

This section records the details of the assessment where the concern was identified. Please complete all fields relevant to the type of assessment.

Assessment Information

Assessment Type*
 Coursework x v

Please Select the Allegation Module*
 CAD4019 - Conceptual Thinking (CW1) x v

Module Code CAD4019	Module Name Conceptual Thinking	
Module Credits 20	Assessment Element (e.g. CW1, EX1) CW1	Assessment Element Weighting (%) 100
Submission or Exam Date* 18/02/2026	Turnitin Submission ID (if applicable) 987877	

10. Complete the module attendance details and notes sections.

Attendance Record* ((%) where available)	Attendance Notes
54 v	Demonstration

11. Tick if an academic misconduct viva was or was not conducted.

Was an academic misconduct viva conducted? Yes No N/A

12. If you selected 'Exam' as the Assessment type, complete the Exam Details section.

Exams Details (complete if applicable)

Exam Format*
 In-Person x v

Exam Duration* (e.g. 90 minutes) 2 Hours	Exam Venue* Demonstratorj v
---	---

Exam Conditions Supervision* Supervised x v	Exam Conditions Timing* Timed x v
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Invigilator Name (if applicable)
 Demonstratorj

13. Complete the additional context section.

Additional Context

Is this an Apprenticeship course? Yes No

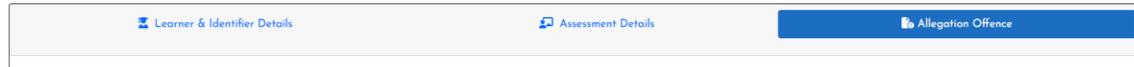
Is the course subject to Fitness to Practise requirements? Yes No

Please refer to [Fitness to Practise](#) document for more information.

14. Click: SAVE CHANGES.



15. Scroll back to the top of the page and click on the allegation offence tab.



16. Tick the types of alleged misconduct – only click one type; if more than one type applies, then explain why in the details of allegation section.

To be completed by the staff member who identified the concern (the Identifier).

Please tick the box that best describes the type of misconduct. Only one category can be selected. If more than one applies, please explain why in the 'Details of Allegation' section.

Type of Alleged Misconduct	
Cheating in Exams: Using unauthorised materials, devices, or behaviours during an exam.	<input type="checkbox"/>
Collusion: Working with others on individual work or sharing work to gain unfair advantage.	<input type="checkbox"/>
Contract Cheating or Commissioning: Submitting work written by someone else (e.g. friend, tutor, AI tool). This includes paying or formally asking someone else (e.g. ghost writer or essay mill) to do your work.	<input type="checkbox"/>
Fabrication: Making up or altering data, sources, or results	<input checked="" type="checkbox"/>
Impersonation: Taking an assessment for someone else or letting someone take it for you	<input type="checkbox"/>
Misrepresentation: Taking an assessment for someone else or letting someone take it for you	<input type="checkbox"/>
Plagiarism: This is where a learner presents in part or completely, someone else's work as their own.	<input type="checkbox"/>
Self-Plagiarism: Also known as recycling and double-dipping, this is where a learner submits work or part of work which they have already submitted on a previous occasion and for which they have gained credits.	<input type="checkbox"/>
Other: Please provide full explanation under Allegation Details.	<input type="checkbox"/>

17. If AI tools were used, tick the appropriate boxes in the Use of Artificial Intelligence section.

Use of Artificial Intelligence (AI)

If AI tools were used in the work, please indicate how they contributed to the concern.

AI generated content submitted without declaration	<input type="checkbox"/>
AI used to fabricate data or sources	<input checked="" type="checkbox"/>
AI used to bypass authorship or plagiarism checks	<input type="checkbox"/>
AI use contributed to concerns about contract cheating	<input type="checkbox"/>

18. Complete the details of allegation section, with all aspects of the allegation.

Details of Allegation

Please describe the concern clearly, including:

- What part(s) of the work are affected.
- Why the work raises concerns (e.g. style, content, similarity, authorship doubts).
- Any supporting evidence (e.g. Turnitin report, exam incident report, viva notes).
- How the student was contacted about the concern (e.g. email, phone, in-person).
- If applicable, include details of any viva voce discussion.

(Attach all supporting documents separately in the evidence and document upload section.)

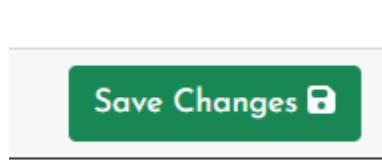
B I U 16 Josefin Sans A ☰ ☲ ☱ ?

Demonstration

19. Upload the relevant evidence to the system. You will not be able to submit the form unless all of the associated evidence is uploaded. You cannot save this as a draft, so all evidence should be accessible to you to upload at the same time.

Evidence Type	Tick to include	Uploaded Files
Learner's submitted work All types Must be ticked	<input checked="" type="checkbox"/> + Uploaded	Tuesday, 24 February, 2026 Blank (4).docx 🗑️ 📄
Assessment brief All types Must be ticked	<input checked="" type="checkbox"/> + Uploaded	Tuesday, 24 February, 2026 Blank (7).docx 🗑️ 📄
Turnitin report (if applicable) Plagiarism, Self-Plagiarism, Contract Cheating	<input type="checkbox"/>	
Source documents (e.g. websites, articles) Plagiarism, Fabrication	<input checked="" type="checkbox"/> + Uploaded	Tuesday, 24 February, 2026 Blank (8).docx 🗑️ 📄
Module records (e.g. previous submissions) Self-Plagiarism, Misrepresentation	<input type="checkbox"/>	
File metadata or version history Contract Cheating, Self-Plagiarism	<input type="checkbox"/>	
Exam incident / invigilator report Cheating, Impersonation	<input type="checkbox"/>	
Communication records (e.g. emails, chats) Collusion, Contract Cheating Keep list of ids If two or more provide evidence of other students work	<input type="checkbox"/>	
Viva Voce report (if conducted) Contract Cheating, Commissioning, AI-related concerns If ticked yes above must be provided	<input checked="" type="checkbox"/> + Uploaded	Tuesday, 24 February, 2026 Blank (9).docx 🗑️ 📄
Other (please specify above in the details of the allegation) Depends on case	<input type="checkbox"/>	

20. Click: SAVE CHANGES.



21. An acknowledgement email will now go to the identifier, the conduct inbox, the learner and the college for a local decision to be made.

Academic Misconduct Case Submitted Notification



Conduct
To academic misconductCATE
Cc Conduct



Tue 24/02/2026 11:08

Dear College of Creative Arts, Technology and Engineering,

A new Academic Misconduct case has been submitted by the identifier **Tobin Snelling** for:

- **Student ID:** 99304010
- **Student Name:** Francisco Baracus Ramon
- **Module Code:** CAD4019
- **Module Name:** Conceptual Thinking
- **Assessment Element:** CW1

Can you please complete an initial assessment to see if the case is able to be resolved locally, or if a referral to an Academic Integrity panel is required.

Please complete all associated sections of the form through [BNU Apps](#) (Case Management System).

Kind regards,
The BNU Conduct Team

4. Local Decision

The academic integrity lead will be notified that there is a case to be assessed.

College Caseloads

[Dashboard](#) / College Misconduct Caseloads

Note:

The list below shows student misconduct cases. Please select the information icon for further details.

Search Caseloads

Status

Please select an option

Search

College Student Misconduct Caseloads

#	Status	ID	Name	Year	Course	Module	Type	Created By
1	New	99304010	Francisco Baracus Ramon	25/26	(BAGDESFY) - BA (Hons) Graphic Design with Foundation Year	(CAD4019) - Conceptual Thinking	Coursework	Tobin Snelling on 24/02/2026 11:08:25

The academic integrity lead will then review the evidence, and click on the local decision section in the system.

The screenshot shows the 'Local Decision' tab selected in a navigation bar. The main content area is titled 'Local Decision on Case Classification' and contains the following elements:

- A note: *To be completed by the College Associate Dean (Education) or nominee, or Lead Academic Partner Tutor.*
- A section header: **Local Decision on Case Classification**
- A question: **Can this case be resolved locally without referral to the Academic Integrity Panel?**
- Two radio button options:
 - Yes** (Complete the Decision made and Rationale sections below and proceed to Section Decision and Penalty)
 - No** (Refer case to the Registry Officer responsible for the programme in Academic Registry complete with all accompanying documentation)
- A note: *Note: Only cases of Poor Academic Practice and Minor Misconduct can be resolved locally.*
- A dropdown menu for 'Decision made by*' with the text '(tick one only)' and 'Please select an option'.
- A section header: **Rationale for Local Resolution** (if applicable)
- A sub-note: *Explain why the case qualified as Poor Academic Practice or Minor Misconduct and does not require panel review*
- A rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and help, along with a font color selector and a font family dropdown set to 'Josefin Sans'.
- A large empty text area for entering the rationale.

If a local decision can be reached, then click Yes, and then complete the rationale section.

Then move on to the decision and penalty tab.

The screenshot shows the 'Decision & Penalty' tab selected in the navigation bar. The main content area is titled 'Local Decision on Case Classification' and contains the following elements:

- A note: *To be completed by the College Associate Dean (Education) or nominee, or Lead Academic Partner Tutor.*
- A section header: **Local Decision on Case Classification**
- A question: **Can this case be resolved locally without referral to the Academic Integrity Panel?**
- Two radio button options:
 - Yes** (Complete the Decision made and Rationale sections below and proceed to Section Decision and Penalty)
 - No** (Refer case to the Registry Officer responsible for the programme in Academic Registry complete with all accompanying documentation)
- A note: *Note: Only cases of Poor Academic Practice and Minor Misconduct can be resolved locally.*
- A dropdown menu for 'Decision made by*' with the text '(tick one only)' and 'Academic Integrity Lead' selected.
- A section header: **Rationale for Local Resolution** (if applicable)
- A sub-note: *Explain why the case qualified as Poor Academic Practice or Minor Misconduct and does not require panel review*
- A rich text editor toolbar with icons for bold, italic, underline, link, unlink, list, and help, along with a font color selector and a font family dropdown set to 'Josefin Sans'.
- A large text area containing the word 'Demonstration'.

[Learner & Identifier Details](#)
[Assessment Details](#)
[Allegation Offence](#)
[Documents](#)
[Local Decision](#)
[Decision & Penalty](#)

To be completed by the College Associate Dean (Education) or their nominee for locally resolved cases, or by the Academic Integrity Panel for referred cases. Partners should refer instead to their Academic Partnership Tutor.

This section records the outcome of the investigation, including whether misconduct was identified, the classification of the misconduct, and the penalty applied. Please ensure the rationale is clearly documented with reference to the Decision Matrix and Penalty Matrix.

Select the Decision Outcome, provide a further summary of the reasoning for the decision and select a penalty to apply, as well as any further additional actions necessary.

Decision and Penalty

Decision Authority*

College Associate Dean (Education) or Nominee or Lead Academic Partner Tutor

Note: Only Poor Academic Practice and Minor Academic Misconduct can be resolved locally. All other cases must be referred to the Panel.

Date of Decision / Panel Meeting* Name of Decision Maker or Panel Chair* (tick one only)

24/02/2026 Tobin Snelling

Decision Outcome* (Academic Misconduct Decision and Classification)

Minor

Summary of Reasoning*

(Please explain how the decision was reached, including reference to the Decision Matrix and Penalty Matrix, the nature of the misconduct, and any mitigating or aggravating factors. If the penalty differs from the standard outcome, please explain why.)

Demonstration

Penalty Applied*

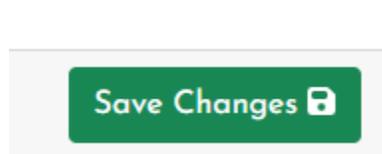
(See the Penalty Matrix for full details of the Penalty decisions.)

Penalty 1 - Minor

Additional Decisions (tick all that apply)

Referral to Fitness to Practise Procedure
 Notification to Employer or Professional Body

Click: SAVE CHANGES



If a local decision is made, the outcome will be sent to Registry, Conduct, the identifier and the learner.

Outcome of Academic Misconduct – Case Proven – Minor



Conduct
To: 99304010@bucks.ac.uk
Cc: Information Systems; Tobin Snelling; Conduct; Academic Conduct

Reply Reply All Forward

Tue 24/02/2026 11:33

Dear Ramon - (99304010),

Module Code: CAD4019
Module Name: Conceptual Thinking
Assessment Element: CW1

I am writing to inform you of the outcome of the investigation regarding the concerns raised about one of your assessments, as outlined in the Academic Misconduct Allegation and Record Form. After careful review by the University, it has been determined that Minor Academic Misconduct has occurred, and that Penalty 1 will be applied.

Penalty

Section 5 of the attached form outlines the penalty that has been applied in your case. The [Academic Integrity Policy](#) provides further details on the process followed, and I encourage you to refer to it if you have any questions about the steps involved.

The assessment in question will be awarded a mark of 0%, with the possibility that reassessment will be allowed. Should your reassessment be successful, the final mark for the assessment will be capped at the minimum pass mark.

You will also be given feedback detailing areas for improvement and will be referred to learning support services.

If a local decision cannot be made, click No, and the case will be referred to a panel, a notification email will be sent to the learner for a learner response, the identifier and Conduct.

[Learner & Identifier Details](#) [Assessment Details](#) [Allegation Offence](#) [Documents](#) **Local Decision**

To be completed by the College Associate Dean (Education) or nominee, or Lead Academic Partner Tutor.

Local Decision on Case Classification

Can this case be resolved locally without referral to the Academic Integrity Panel?

Yes *(Complete the Decision made and Rationale sections below and proceed to Section Decision and Penalty)*

No *(Refer case to the Registry Officer responsible for the programme in Academic Registry complete with all accompanying documentation)*

Note: Only cases of Poor Academic Practice and Minor Misconduct can be resolved locally.

Decision made by* *(tick one only)*

Academic Integrity Lead

Rationale for Local Resolution *(if applicable)*
Explain why the case qualified as Poor Academic Practice or Minor Misconduct and does not require panel review

Demonstration

Academic Misconduct Case Referral to an Academic Integrity Panel



Conduct
To: 99304010@bucks.ac.uk
Cc: Information Systems; Tobin Snelling; Conduct



Tue 24/02/2026 11:39

Dear Francisco Baracus Ramon - (99304010),

Your recent case of academic misconduct for:

- **Module Code:** CAD4019
- **Module Name:** Conceptual Thinking
- **Assessment Element:** CW1

Has now been assessed and will be referred to a panel to be investigated further. Please provide a learner response and upload all associated evidence within 5 working days.

Please provide a learner response and upload all associated evidence within **5 working days** through [BNU Connect](#). The misconduct form located on BNU Connect details this decision and the assessment it relates to.

If you need more time, or a reasonable adjustment, then please tick the relevant section on the form before this deadline, or your response may not be considered.

Kind regards,
The BNU Conduct Team

5. The Learner

The learner will need to log in to BNU Connect using their student email address to provide their response. **Note that Partner students will need to use their BNU email address to log in.** A link to the application will be included in the email notification that the learner receives.

The image shows two side-by-side panels. The left panel is a dark blue login page for BNU Connect. It features a white circular logo with a torch icon at the top. Below the logo, the text reads: "BNU Connect", "Students, login using studentID@bucks.ac.uk (i.e. 12345678@bucks.ac.uk)", and "Staff, login using BNU email address (i.e. john.smith@bucks.ac.uk)". At the bottom, there is a white "Login" button with a Microsoft logo icon to its left. Below the button are links for "Privacy Policy" and "Data Protection". The right panel is a light grey page titled "Reset Password". It contains the text: "Please see below on how to reset your password.", "If you have forgotten your password or you are a new student and need to activate your account, please click [here](#) and follow the 'Reset your Password' instructions.", and a blue link "Reset Password?" at the bottom.

After logging in to BNU Connect the learner can click on the Learner Response section. Note that partner students will need to use their BNU student email, not their Partner institution email.

Learner & Identifier Details Assessment Details Allegation Offence Local Decision **Learner Response** Documents Decision & Penalty

To be completed by **the learner** if the case is being formally investigated.

Please complete all fields as fully as possible. This section helps us to understand the context of the assessment and any relevant learner information.

The learner can request reasonable adjustments, upload a response, and submit evidence.

What to include in your response?

You may wish to comment on:

- How you approached the assessment or exam.
- Whether you used any tools (e.g., AI, Grammarly) and how you used them.
- Any drafts, notes, or research you used.
- Any personal circumstances that may have affected your work.
- Whether you understand the concern and how you plan to avoid similar issues in future.

Alternatively, if you choose not to provide a response, you can tick the relevant box below.

I choose not to provide a response.

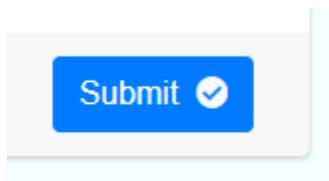
Learner Response Details

Rich text editor toolbar: Bold, Italic, Underline, Font size (16), Font family (sans-serif), Text color, Background color, Bulleted list, Numbered list, Indentation, Help.

Demonstration

Evidence Type	Upload	Uploaded files
Drafts or working notes	Upload Uploaded (1)	Feb 24, 2026, 04:32 PM Blank (19).docx
File metadata or version history	Upload	
Declaration of AI use.	Upload Uploaded (1)	Feb 24, 2026, 04:33 PM Blank (19).docx
Supporting documentation (e.g., disability support plan)	Upload	
Other (please specify in your response above)	Upload	

Click: SUBMIT



The learner will have 5 days to respond. A reminder email is sent to the learner to complete this section.

Once the learner has uploaded all evidence, a notification is sent to conduct and the case is put into the next available Academic Integrity Panel.

6. The College

Each College can access their own caseloads.

The Academic Integrity Lead for each college can complete a local decision and see case progress.

College Caseloads

[Dashboard](#) / [College Misconduct Caseloads](#)

i Note:

The list below shows student misconduct cases. Please select the information icon for further details.

Q Search Caseloads

Status

Please select an option

Search Q

College Student Misconduct Caseloads

#	Status	ID	Name	Year	Course	Module	Type	Created By
1	New	99304010	Francisco Baracus Ramon	25/26	(BAGDESPY) - BA (Hons) Graphic Design with Foundation Year	(CAD0002) - Collaboration in Creative Practice	Other	Brian Otieno on 23/02/2026 16:59:46

Click on a case to view documents.

College Allegation

[College Caseloads](#) / [Misconduct Allegation Case](#)

i Note:

About this form

This form is used to record and investigate concerns about academic misconduct in coursework, exams, or other assessments. It follows the University's *Academic Integrity Policy* and helps ensure that all cases are handled fairly and consistently.

Please ensure that section (**Local Decision**) is completed fully. Then select the 'Save Changes' button at the bottom of the page to save and submit the form.

If the case is resolved locally then complete section (**Decision & Penalty**) as well.

Confidentiality and Data Protection

All information recorded in this form will be handled confidentially and stored securely by Academic Registry, in line with the University's data protection and retention policies. It will only be shared with staff involved in investigating and resolving the case. If your course is professionally accredited, proven misconduct may be reported to your employer or professional body – but you'll be informed before that happens.

Learner & Identifier Details

Assessment Details

Allegation Offence

Documents

Local Decision

To be completed by the staff member who identified the concern (**the Identifier**).

Please complete all fields as fully as possible. This section helps us to understand the context of the assessment and any relevant learner information.

Learner Information

Student ID

99304010

Forename(s)

Francisco Baracus

Surname

Ramon

7. Registry

Registry has a caseload section where case statuses can be viewed.

Registry Cases

[Dashboard](#) / Registry Misconduct Cases

Note:
The list below shows student misconduct cases. Please select the information icon for further details.

Q Search Cases

Status: Assessment Type: Decision Authority:

Decision Outcome: Penalty Applied:

Registry Student Misconduct Cases

#	⚙	Status	ID	Name	Year	Course	Module	Type	Authority	Meeting	Decision	Penalty	Panel	Identified
1	🔍	New	99304010	Ramon, Francisco Barocus	25/26	(BAGDESFY) - BA (Hons) Graphic Design with Foundation Year	(CAD4019) - Conceptual Thinking	Coursework	Pending	Pending	Pending	Pending	N/A	By Tabin Snelling on 24/02/2026 11:08:25

Registry staff can search cases using student ID's, they cannot modify cases as this is a read only section.

Registry Cases

[Dashboard](#) / Registry Misconduct Cases

Note:
The list below shows student misconduct cases. Please select the information icon for further details.

Q Search Cases

Status: Assessment Type: Decision Outcome:

Decision Authority: Student ID:

Penalty Applied:

Registry Student Misconduct Cases

#	⚙	Status	ID	Name	Year	Course	Module	Type	Authority	Meeting	Decision	Penalty	Panel	Identified
1	🔍	Pending (Learner Response)	99304010	Ramon, Francisco Barocus	25/26	(BAGDESFY) - BA (Hons) Graphic Design with Foundation Year	(CAD4019) - Conceptual Thinking	Coursework	Pending	Pending	Pending	Pending	N/A	By Tabin Snelling on 24/02/2026 11:37:27
2	🔍	Pending (Learner Response)	99304010	Ramon, Francisco Barocus	25/26	(BAGDESFY) - BA (Hons) Graphic Design with Foundation Year	(CAD0002) - Collaboration in Creative Practice	Other	Pending	Pending	Pending	Pending	N/A	By Brian Ottieno on 23/02/2026 16:59:46

There is an archived section for closed cases.

Archived Misconduct Cases

[Dashboard](#) / Archived Misconduct Cases

i Note:

The list below shows closed student misconduct cases. Please select the information icon for further details.

Archived Student Misconduct Cases

#		ID	Name	Course	Status	Created By
1		99304010	Francisco Baracus Ramon	(BAGDESFY) - BA (Hons) Graphic Design with Foundation Year	Closed (Local)	Janina Stokes on 23/02/2026 16:17:54
2		99304010	Francisco Baracus Ramon	(BAGDESFY) - BA (Hons) Graphic Design with Foundation Year	Closed (Local)	Janina Stokes on 23/02/2026 13:51:21

You can click on a case to view the full record.

Misconduct Allegation

Misconduct Allegation Case

i Note:

About this form

This form is used to record and investigate concerns about academic misconduct in coursework, exams, or other assessments. It follows the University's *Academic Integrity Policy* and helps ensure that all cases are handled fairly and consistently.

Confidentiality and Data Protection

All information recorded in this form will be handled confidentially and stored securely by Academic Registry, in line with the University's data protection and retention policies. It will only be shared with staff involved in investigating and resolving the case. If your course is professionally accredited, proven misconduct may be reported to your employer or professional body – but you'll be informed before that happens.

Case Details | Perform actions related to this case

Save Changes

Student ID*	Case ID*	Case Status*
99304010	18	New
Academic Misconduct Received Date*	Panel Number*	
24/02/2026	Please select an option	

Learner Details

To be completed by the staff member who identified the concern (*the Identifier*).

Please complete all fields as fully as possible. This section helps us to understand the context of the assessment and any relevant learner information.

8. Panels

The Conduct team reviews documentation and runs panels from this tab.

Once a decision is made, an outcome letter is sent to Conduct, the identifier, the learner and Registry.

9. Reporting

A reporting section is in development and will be announced once complete.