



Faculty of Engineering, Built Environment and Information Technology

Fakulteit Ingenieurswese, Bou-omgewing en
Inligtingtegnologie / Lefapha la Boetšhenere,
Tikologo ya Kago le Theknolotši ya Tshedimošo

FORM FOR REPORTING ACADEMIC MISCONDUCT INCIDENTS

Reporting of minor misconduct incidents

This form is part of the procedures that have been established to support the consistent implementation of measures to prevent misconduct promptly and fairly across all undergraduate modules and activities in the Faculty of EBIT. Once completed, it will be filed by the relevant department for a period of five years. This form will be included in all referrals of subsequent charges of misconduct to the Division of Legal Services as aggravating evidence in a disciplinary investigation against the student. The procedures in this document must be read in conjunction with the Disciplinary code for students as provided in the General Regulations and Rules of the University of Pretoria.

Full names of student:	
Student number:	
Student contact details (email and telephone number):	
Module code and title:	
Lecturer:	
Lecturer contact details (email and telephone number):	
Date of assessment:	
Date on which misconduct was discovered:	
Date of interview with student:	
Has the student admitted the transgression and agreed that the matter be dealt with internally in the Department? Yes ☐ No ☐	
Student signature _____ Date _____	
If no, the matter is automatically referred to the Division of Legal Services.	

Lecturer's report on the incident

- In cases of academic misconduct lecturers must, for a period of five years, keep copies of the instructions given to the students regarding the assessment, the original work with the offences marked/indicted/described and where applicable a copy of the source material with the sections that were misused, indicated).
- In cases of behavioural misconduct, only a description of the incident is required.

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Declaration in regard of previous misconduct

To determine the level of misconduct, it is required to know if the student has committed misconduct previously. In this regard, the relevant block below must be marked by the student.

WARNING TO STUDENT: Providing false information here is in itself misconduct and will lead to disciplinary action. If you are found guilty, you may even be expelled from the University.

First incident		Further incident (Refer to Department of Legal Services)	
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Description of penalty imposed

Provide a detailed description of the penalty that is imposed.

Signatures

Student's signature to confirm that he/she/they has/have accepted the process and outcome.	
Date	

Lecturer's signature to confirm that proper processes as described in this document have been adhered to.	
Date	
Signature of Head of the Department or his/her representative.	
Date	