

**Academic Misconduct Panel Report**

**To be completed by the AMP Administrator and Signed off by the Chair as the final outcome of the AMP**

**Section A:**  Panel Composition:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME:** | **SCHOOL:** | **EMAIL:** |  | **EXT:** |
| **NAME:** | **SCHOOL:** | **EMAIL:** |  | **EXT:** |
| **NAME:** | **SCHOOL:** | **EMAIL:** |  | **EXT:** |
|  |  |  |  |  |

**Section B:**  Student Details – please give the student details as stated on the coursework and/or examination script:

|  |  |
| --- | --- |
| **NAME:** | **REGISTRATION NUMBER:** |
| **SCHOOL:** | **MODULE CODE:** |

**Section C:** Presenting Officer (or nominee) present:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME:** | **SCHOOL:** | **EMAIL:** |  | **EXT:** |

**Section D:**

|  |  |  |
| --- | --- | --- |
| **Date of AMP hearing** |  | |
| **Did the student attend the hearing?** | **YES** | **NO** |

|  |  |  |
| --- | --- | --- |
| **Was the case proven?** | **YES** | **NO** |
| **Was the panel unanimous in its verdict?** | **YES** | **NO** |
| **Date of Student notification of outcome and appeals procedures** |  | |

**PLEASE COMPLETE FURTHER SECTIONS ON NEXT PAGE:**

**Tariff calculation & penalty**

|  |  |  |
| --- | --- | --- |
| Category of misconduct | Points Awarded |  |
| Cheating in examination | 50 points |  |
| Collusion 1% - 25% of Assessment | 10 points |  |
| Collusion 26 - 50% of Assessment | 20 points |  |
| Collusion 51%-75% of Assessment | 30 points |  |
| Collusion 76% - 100% of Assessment | 40 points |  |
| Falsification of data | 50 points |  |
| Plagiarism 1% - 25% of Assessment | 10 points |  |
| Plagiarism 26% - 50% of Assessment | 20 points |  |
| Plagiarism 51% - 75% of Assessment | 30 points |  |
| Plagiarism 76% - 100% of Assessment | 40 points |  |
| Submission commissioned or purchased from a third party | 50 points |  |
| Misconduct involving artificial intelligence |  |  |
| Any other categories of Cheating | 50 points |  |

|  |  |  |
| --- | --- | --- |
| Level / Stage | Points Awarded |  |
| Level 3 or 4 | 5 points |  |
| Level 5 | 10 points |  |
| Level 6, 7 or 8 | 15 points |  |

|  |  |  |
| --- | --- | --- |
| History | Points Awarded |  |
| 1st Time | 0 points |  |
| 2nd Time | 25 points |  |
| 3rd Time | 75 points |  |

|  |  |
| --- | --- |
| Module credit size | [Insert here] credits |
| Assessment Item Weighting | [Insert here] % |
| Module credits size multiplied by Assessment item weighting %  to calculate points  (See example below) | [Insert Points Here] |

Example : 20 credit module multiplied by 0.5 (50% assessment) = 10 points would be calculated total for the above section.

|  |  |
| --- | --- |
| Points Total |  |

|  |  |  |  |
| --- | --- | --- | --- |
| AMP1 | up to 39 | zero for assessment item |  |
| AMP2 | 40-69 | zero for assessment item and module mark capped |  |
| AMP3 | 70-89 | zero for module |  |
| AMP4 | 90-99 | zero for module and no referral |  |
| AMP5 | 100+ | recommend expulsion |  |

UGC5.5.6 In cases of alleged collusion all suspected students will be called to an AMP. In the event that one or more students is deemed to have given their work to one or more other students the former students will be subject to disciplinary procedures and the latter students will be subject to the AMP penalty tariff, if the misconduct is proven.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does the student need to be subject to disciplinary procedures for giving their work to one or more other students? | **YES** |  | **NO** |  |

**Section E: Formal Minutes of Hearing**

*Attach minutes if a separate document (Note in this space if minutes attached/enclosed)*

*OR*

*Use this space to record minutes*

**Section F: Statement from the Chair** (to be completed by the Chair and signed by all Panel Members).

The Chair should explain the reasoning for the decision and may also wish to comment on the student’s insight and whether or not the student accepted the allegations prior to or during the hearing. If the AMP’s decision was not unanimous, the Chair should make clear here the circumstances leading to the final decision being made.

|  |  |  |
| --- | --- | --- |
| **Signed:** |  | **Date:** |
| Chair |  |  |
| Panel member |  |  |
| Panel member |  |  |
| Administrator |  |  |

**Further Information:**

Further details on the academic misconduct policy, tariff system and Panel Protocol is available at <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-and-complaints>