Private and Confidential

02/02/2024

«Name»

«ID\_Number»

Sent by Email (ONLY) to: «Student\_Email\_Adresses»

Re: Academic Misconduct

Dear «Name»

I am writing to inform you that an Academic Misconduct Panel will be convened to consider an allegation of misconduct in respect of module «Module». The allegation refers to «AM\_TYPE» in relation to the «Assessment\_Item» for this module.

Consequently, an Academic Misconduct Panel will be arranged to consider these allegations, and you will be advised of the date, time and location as soon as possible.

The following points are brought to your notice:

• You have the opportunity to state your case orally and/or in writing at your own choice to the Panel.

• You must make all evidence to support your case available to the Panel, including any notes used when completing this assessment.

• You may bring a friend to the Hearing to offer you support, who may be a John Moores Students’ Union representative.

• If you intend to call any witnesses, then you must make your own arrangements regarding this.

• The Academic Misconduct Panel will consider the allegations and evidence presented to determine whether the allegation is proven or not proven. Where a case is proven the Panel will determine the penalty in accordance with the University penalty tariff.

Please note that if a student does not attend an Academic Misconduct Panel, the Panel is able to proceed and is also able to draw an adverse inference from the failure of the student to attend.

The Academic Misconduct Regulations and Penalty Tariff can be found in Section C.5 of the Academic Framework Regulations <https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework>

The Academic Misconduct Panel Protocol is available at <https://www.ljmu.ac.uk/about-us/public-information/student-regulations>

You are strongly advised to seek the support of the John Moores Students’ Union. You can make an appointment to speak to a qualified adviser by contacting John Moores Students’ Union Advice Centre at Student Life Building, Copperas Hill, Liverpool L3 5JL telephone number 0151 231 4900 or email JMSUadvice@ljmu.ac.uk. You can also book an appointment online: www.jmsu.co.uk/advice.