

Notification of Alleged Academic Misconduct

**N:B: clear cases of student ineptitude should not invoke the full investigatory process and should be dealt via feedback mechanisms**

## Section A: Contact details for the academic member of staff who is bringing the case to the attention of the Academic Misconduct Panel:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME:** | **SCHOOL:** | **EMAIL:** |  | **EXT:** |
| **The academic member of staff who is bringing this case forward is expected to fully complete all relevant sections AND attend the Academic Misconduct Panel.** | | | | |

## Section B: Student Details – please give the student details as stated on the coursework and/or examination script (continue on a separate sheet if there a more than two students involved:

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

## Section C: Please give full details supporting the allegation, firmly attaching and appropriately labelling any additional supporting evidence:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Plagiarism** | **1% - 25%** | **☐** | **26% - 50%** | **☐** | **51% - 75%** | **☐** | **76% - 100%** | **☐** |
| **Collusion** | **1% - 25%** | **☐** | **26% - 50%** | **☐** | **51% - 75%** | **☐** | **76% - 100%** | **☐** |
| **Falsification of Data** | | **☐** |  | | | | | |
| **Submission commissioned or purchased from a Third**  **Party** | | **☐** |
| **Cheating in Examination** | | **☐** |
| **Cheating (Other)** | | **☐** |
| **Summary of case:** | | | | | | | | |

**PLEASE TURN OVER TO COMPLETE FURTHER SECTIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Level/stage:** | **3** | **☐** | **4** | **☐** | **5** | **☐** |
| **6** | **☐** | **7** | **☐** | **8** | **☐** |

|  |  |
| --- | --- |
| **Module Credit Size** | **Credits** |
| **Weighting of Assessment Item** | **%** |
| **Date of Examination /**  **Assessment Submission** |  |

Once sections A, B and C are complete please forward this form and evidence onto the Assistant Academic Registrar their consideration:

## Section D: (to be completed by the Assistant Academic Registrar):

|  |  |  |  |
| --- | --- | --- | --- |
| Are you satisfied with the information provided and that the relevant  sections have been properly completed? | | Yes | No |
| Are you satisfied that this is not a case of ineptitude and that it  should be referred to the AMP? | | Yes | No |
| **Signed:** | **Date:** | | |

## Section E: (to be completed and retained by an Administrator until after the AMP’s deliberations

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **History:** | 1st Time | **☐** | 2nd Time | **☐** | 3rd Time | **☐** |

### **Further Information:**

Further details on the academic misconduct policy, tariff system and Panel Protocol is available on the [LJMU website](https://www.ljmu.ac.uk/about-us/public-information/student-regulations/academic-%20misconduct).