

Notification of Alleged Academic Misconduct

**(N:B: Please note that this form is not to be used to notify a student of an academic misconduct viva. See *Academic Misconduct Policy* (introduction) and *Academic Misconduct viva voce protocol.*)**

## Section A: The Presenting officer

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

## 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 and label appropriately any additional 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 an examination** | | **☐** |
| **Misconduct involving artificial intelligence** | | **☐** |
| **Any other category of cheating** | | **☐** |
| **Summary of case:** | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 to 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 an Academic Misconduct Panel? | | 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 protocols is available at: <https://www.ljmu.ac.uk/about-us/public-information/student-regulations>

John Moores Students’ Union provides professional and independent advice on all student related matters. You can make an appointment to speak to a qualified adviser by contacting John Moores Students’ Union Advice Centre at Student Life Building, 10 Copperas Hill, Liverpool, L3 5AH, telephone number 0151 231 4900 or email [JMSUadvice@ljmu.ac.uk](mailto:JMSUadvice@ljmu.ac.uk). You can also book an appointment online: [www.jmsu.co.uk/advice](http://www.jmsu.co.uk/advice).