

**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 obtained from a 3rd 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 Faculty Registrar their consideration:

**Section D: (to be completed by the Faculty 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 at <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-and-complaints>