**Academic Misconduct**

**Presenting Officers Statement**

At an Academic Misconduct Panel (AMP) the Presenting Officer is required to present all evidence and information to the Panel in relation to the allegation of Academic Misconduct.

All evidence to be considered by the Panel should be disclosed to the student prior to the Panel.

In the interest of full disclosure and for accurate written records it is advisable that the Presenting officer provides a written statement summarising the allegations and evidence.

This written statement should form part of the Panel papers and should be provided to the student and the Panel prior to the Hearing.

**Template for Presenting Officer’s Statement**

1. **Presenting officer Details:**

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Date of Statement** |  |

1. **Student Details**

|  |  |
| --- | --- |
| **Student Name** |  |
| **Student Number** |  |
| **Programme:** |  |
| **Level:** |  |

1. **Assessment Details**

|  |  |
| --- | --- |
| **Module Name** |  |
| **Module Number** |  |
| **Type of Assessment** | Coursework, Examination etc |
| **Criteria of Assessment** | Include any relevant information for Panel to consider such as was this a group study, was this an independent research project, did it require data collection etc |

1. **Summary of Allegation**

* Plagiarism/Cheating/Collusion
* Refer to definitions outlined in Academic Framework Regulations C5

<https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework>

* Brief Summary of Allegation

1. **List of Evidence**

* List Evidence of AM. For example Turnitin Report, Invigilators Report etc.

1. **Statement**

* Full Statement, including examples and references to evidence.

1. **Advice Given to Students**

* Note any lectures/seminars/tutorials, Documents (such as Programme Handbook), where student has been advised of AM, referencing etc.

1. **Conclusion/Summary**

* Summarise Allegation and Evidence