

## A Guide to an Academic Misconduct Panel

### What is an Academic Misconduct Panel?

An academic misconduct Panel is LJMU's formal procedure to look at allegations of academic misconduct. At the AMP you will be given the opportunity to provide your perspective on the allegation.

"Academic misconduct is deemed to cover all deliberate attempt(s) to gain an unfair advantage in assessments. This includes cheating, plagiarism, unauthorised collusion or any other deliberate attempt to gain an unfair advantage in summatively assessed work" (Academic Misconduct Policy 2017)

### What does Cheating, Plagiarism and Collusion mean?

**Cheating:** Can include, but not limited to – use of unauthorised materials during an exam, communicating with any person other than an authorised member of staff during an exam, falsification of research data, unauthorised use of mobile phones or another communication device during an assessment or exam, the submission of material purchased or commissioned from a third party.

**Plagiarism:** this is the copying and representation of another person's work as your own. Verbatim copying of another's work without proper referencing, paraphrasing another's work only changing a few words without proper referencing, deliberate and detailed presentation of another's concept as your own.

**Collusion:** this is the conscious collaboration, without official approval (so work is not part of a group work assessment) between two or more students. This could lead to the start of a disciplinary procedure.

### Academic Misconduct Policy:

The Universities Academic Misconduct Policy can be found here:

<https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-and-complaints> Academic misconduct is also embedded within the Universities Academic Regulations (the overall rules for your academic life at LJMU)



## The Panel:

The academic misconduct panel will consist of three academic staff members, at least two members of the panel, including the chair of the panel will not be significantly known to you. This is to ensure the independence and removal of bias of the panel.

Who else will be at the panel?

- There will also be a note taker who will record the panel discussion
- The presenting officer (the academic who has brought the allegation or their nominee)
- Yourself and a friend or LiverpoolSU representative (it is strongly recommended that you attend the AMP and take someone with you)

What will happen at the panel?

- The chair will introduce everyone and explain how the panel will be conducted
- The presenting officer will state the allegation against you and they may be asked questions
- You will be asked to state your case and you may be asked questions
- You and the presenting officer will be asked to leave
- You may be given the outcome on the day, if you are not you will be notified within five working days by letter.

## What to consider for your statement to the panel:

It is advisable to submit a written statement to the panel (even if you are attending). This gives you a point of reference for when you are presenting your perspective on the allegations.

You will want to respond to each part of the allegation, this will be sent to you along with all the evidence provided by the presenting officer. When presenting your case you will want to highlight: Remember, It is important to be honest

- How you researched and structured your work
- What your understanding is of academic misconduct, be that plagiarism, collusion or cheating. Have you been taught about it at university.
  - o What is your understanding of paraphrasing
  - o What do you know about referencing
- What was the intent behind using another's work
- What will you do to ensure that academic misconduct doesn't happen in the future

## The LJMU Points-based Tariff:

The university uses a points-based tariff when an allegation of academic misconduct is proven.

Points are calculated based on:

- The type and extent of the academic misconduct
- Your level of study
- The module credit size and the weighting of your assignment
- Whether you have a record of academic misconduct

Once totalled the penalty is worked out:

Banding	Points	Penalty
AMP1	Up to 39	Zero for assessment component
AMP2	40-69	Zero for the assessment component and module mark capped
AMP3	70-89	Zero for the module
AMP4	90-99	Zero for the module and no referral allowed
AMP5	100+	Recommend expulsion

Tariff calculation can be found in the Academic Misconduct Panel Proforma 2 Outcome Report Here: <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-and-complaints>

The penalty recommendation is sent to the Board of Examiners for ratification, and the penalty applied. If the penalty allows for a referral and you still have a referral opportunity left, you will be able to redo the assessment – though it will be capped at the module pass mark.

## Appealing the outcome:

If the allegation is proven against you, you have the right to appeal the outcome. Depending on the outcome, you will have to follow one of the two appeal routes

- 1) Appealing the decision of the AMP where the **recommendation is not expulsion**
  - a. You have 10 working days from the formal notification of the outcome from the AMP to submit the Academic and Academic Misconduct Appeals form. Found here: <https://www.ljmu.ac.uk/about-us/public-information/student-regulations/appeals-and-complaints>
  - b. See the LiverpoolSU Guide to Academic Appeals for guidance on completing the form and the grounds for appealing. Found here: <https://www.liverpoolsu.com/main-menu/academic-advice/academic-appeals>
- 2) Appealing the decision of the AMP where the **recommendation is expulsion**
  - a. Appeal against expulsion route

## Appeals against expulsion:

To appeal against the recommendation for expulsion from the university:

- You have **10 working days** from the date on the formal decision letter following the approval from the Vice-Chancellor
- The appeal is in the form of a statement stating which grounds the appeal is based on:
  - o where the process has not been followed correctly
  - o and/or the outcome is unreasonable in the circumstances
  - o or there was some other material irregularity in the process
- This statement is addressed to the Finance Director & Deputy Chief Executive and University Secretary and sent via Student Governance:  
[StudentGovernance@ljmu.ac.uk](mailto:StudentGovernance@ljmu.ac.uk)
- Your appeal will be deemed 'not eligible' if there is no reference to or evidence to support your statement within the grounds to appeal the expulsion.

The Appeal against expulsion panel will not reopen the investigation that has led to this decision, though it will look at the process and how reasonable the outcome is.

If your appeal statement is deemed eligible then it will be heard at an Expulsion Appeal Panel.

- The appeal against expulsion hearing panel will consist of three members who have no prior knowledge of the case
  - o Chair of the panel – member of the Board of Governors
  - o Member of University staff representing the Academic Board
  - o The President of Liverpool Students' Union or their nominee from the sabbatical officers
- The panel will hear your case and the case of the presenting officer (the chair of the AMP or their nominee), the panel will come to a decision.
- The potential outcomes from an Appeal against expulsion panel:
  - o No further action (the original decision remains the same)
  - o Defer their decision pending further information
  - o Remove the sanction and provide reason for doing so
  - o Refer the matter back to the appropriate stage of the preceding process for reconsideration in light of the findings of the Appeal Panel
  - o Amend the outcome and provide reasons for doing so
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The university information on Appeal against Expulsion procedure can be found here:  
<https://www.ljmu.ac.uk/about-us/public-information/student-regulations/guidance-policy-and-process>