**Our ref:**

**Private and Confidential**

Name:

Student Number:

Sent by Email (Only)

Date: **DATE**

Dear **FIRST NAME, SURNAME**,

**Re: Academic Misconduct Panel outcome**

I am writing to confirm the outcome of the Academic Misconduct Panel (AMP), held on **DATE**. The Panel considered the allegation of **MISCONDUCT TYPE** in your assessment for module **MODULE CODE** and concluded that the allegation was proven. In accordance with the regulations the Panel applied the Penalty tariff and you have been given **TARIFF** points.

This equates to a Penalty of:

* **INSERT PENALTY**

This decision will be reported to the next Board of Examiners.

The full minutes of Academic Misconduct Panel are attached.

**Appeals**

You have the right to appeal this decision of the Academic Misconduct Panel if you believe and can evidence that there has been a material irregularity with the Academic Misconduct Process and decision. If you wish to take up this option you must complete the Appeals Form and submit the form with your supporting statement and evidence to the Secretary of the Appeals Panel at [studentgovernance@ljmu.ac.uk](mailto:studentgovernance@ljmu.ac.uk) within **10 working days** from the date of this letter. Further information on the appeals procedure is available at <https://www.ljmu.ac.uk/about-us/public-information/student-regulations>

Alternatively, you can complete the online appeal form in the MyLJMU portal.

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).

Yours sincerely

**NAME Academic Misconduct Panel Secretary**

ENCLOSURES: AMP Outcome Report