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**PGR Academic Integrity Policy**

**PGR CoP Appendix 4 Annexe 2**

**NOTIFICATION OF ALLEGATION/INVESTIGATION OF ACADEMIC MALPRACTICE TO PGR STUDENT**

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| --- | --- |
| **NAME (Print)** |  |
| **STUDENT NUMBER** |  |
| **SCHOOL/INSTITUTE** |  |
| **TITLE OF WORK** |  |

*To be completed by the Investigating Officer*

In accordance with Appendix 4 of the PGR Code of Practice: PGR Academic Integrity Policy (see <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/pgr-code-of-practice/>), it has been reported to me, as the Investigating Officer, that you are suspected of having committed academic malpractice in the preparation of the following material, specifically that:

 XXXX

I am now required to investigate this matter and to make a report in accordance with the above Policy, including a recommendation on the penalty to be imposed. You now have an opportunity to provide an explanation and to make any representations you wish regarding the alleged offence.

If you wish to submit a written explanation regarding the alleged offence, you must provide this to me by [*date*].

I will contact you again shortly to invite you to a meeting, at which the individual who initially reported the alleged offence [*name*] may also be present. You will be entitled to be accompanied by another member of the University, e.g. a fellow student or a representative of the Liverpool Guild of Students. The Guild’s Advice Service (guildadvice@liv.ac.uk) can also provide you with independent advice and support with this process.

NAME OF INVESTIGATOR:

SCHOOL/INSTITUTE:

DATE: