

**DECLARATION OF ACADEMIC INTEGRITY**

|  |  |
| --- | --- |
| NAME (Print) |  |
| STUDENT NUMBER |  |
| MODULE TITLE/CODE |  |
| TITLE OF WORK |  |

*This form should be completed by the student and appended to any piece of work that is submitted for summative assessment. Submission of the form by electronic means by a student constitutes their confirmation of the terms of the declaration.*

Students should familiarise themselves with Section 9 of the Code of Practice on Assessment and Appendix L of the University’s Code of Practice on Assessment which provide the definitions of academic malpractice and the policies and procedures that apply to the investigation of alleged incidents.

Students found to have committed academic malpractice are liable to receive a mark of zero for the assessment or the module concerned. Unfair and dishonest academic practice will attract more severe penalties, including possible suspension or termination of studies.

STUDENT DECLARATION

I confirm that I have read and understood the University’s Academic Integrity Policy.

I confirm that I have acted honestly, ethically and professionally in conduct leading to assessment for the programme of study.

I confirm that I have not copied material from another source nor committed plagiarism nor commissioned all or part of the work (including unacceptable proof-reading) nor fabricated, falsified or embellished data when completing the attached piece of work. I confirm that I have not copied material from another source, nor colluded with any other student in the preparation and production of this work.

\*software applications include, but are not limited to, ChatGPT, Bing Chat, DALL.E, Bard

SIGNATURE…………………………………………...............................................……………

DATE…………………………………........................................................................................



**CATEGORY B OFFENCE**

**RECOMMENDATION TO COMPLETE THE ON-LINE KNOW HOW ACADEMIC INTEGRITY/ ARTIFICIAL INTELLIGENCE LITERACY TUTORIAL**

|  |  |
| --- | --- |
| NAME (Print) |  |
| STUDENT NUMBER |  |
| MODULE TITLE/CODE |  |
| TITLE OF WORK |  |

*To be completed by the examiner*

I have found evidence of poor academic practice in your work and have indicated on the returned assessment where this has occurred.

The poor practice will be reflected in the mark you will be awarded for the work and the penalty is in accordance with the University’s policy on Academic Integrity.

To avoid such poor practice in future assessments you are very strongly advised to complete the on-line Know How academic Integrity tutorial which can be found at <https://libguides.liverpool.ac.uk/KnowHow>

You are also strongly advised to complete the online Artificial Intelligence Literacy tutorial which can be found via the above link.

Completion of this module does not in itself constitute an admission of guilt of deliberate academic misconduct but your completion of the module will be electronically registered.



**NOTIFICATION OF AN INVESTIGATION UNDER THE ACADEMIC INTEGRITY POLICY**

|  |  |
| --- | --- |
| NAME (Print) |  |
| STUDENT NUMBER |  |
| MODULE TITLE/CODE |  |

*To be completed by the Academic Integrity Officer (or their delegate)*

## It has been reported to me, as Assessment Officer, that you are suspected of having committed *(delete as appropriate)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Plagiarism | Copying | Collusion | Submission of unacceptable Artificial Intelligence Generated assessment tasks | Dishonest use of data | Research misconduct | Unfair and/or dishonest academic practice |

## in the preparation of the following assessment:

…………………………………………………………………………………………………………....

The attached document contains details of the alleged offence.

The University’s procedures require me to investigate this matter and to make a report to the Academic Integrity Committee, which will then make a recommendation to the Board of Examiners on the penalty to be imposed. You now have an opportunity to provide an explanation of the alleged offence and to make any representations you wish to.

If you wish to provide me with a written explanation of the alleged offence, you must let me have this by [*date*].

If the allegation is that you have committed unfair and/or dishonest academic practice, then you may make a written request to me by [*date*] for a meeting. If you request a meeting, or if I invite you to one, [*name of examiner*] who reported the alleged offence to me may also be present and 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 Advice Service (guildadvice@liv.ac.uk) can also provide you with independent advice and support with this process.

NAME OF ACADEMIC INTEGRITY OFFICER……………………………………........................

DEPARTMENT........................................................................................................................

DATE…………………………………........................................................................................



**CATEGORY C OFFENCE**

**WRITTEN WARNING**

|  |  |
| --- | --- |
| NAME (Print) |  |
| STUDENT NUMBER |  |
| MODULE TITLE/CODE |  |
| TITLE OF WORK |  |
| DATE OF NOTIFICATION |  |

*To be completed by the Academic Integrity Officer (or their delegate)*

## The investigation recently conducted by me, as Academic Integrity Officer, into the allegation of your academic misconduct found evidence to suggest that *(indicate as applicable)*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Plagiarism | Copying | Collusion | Submission of unacceptable Artificial Intelligence Generated assessment tasks | Dishonest use of data |

had taken place and exceeded poor academic practice; I have indicated on the returned assessment where the affected material is. Definitions of these terms can be found in the Code of Practice on Assessment Appendix L and in the Student and Staff Guidelines on the Academic Integrity Policy.

The University views all academic misconduct seriously. On this occasion to avoid any future similar allegation and potential penalties, I am issuing you with this written warning about the need to observe the University’s Academic Integrity Policy. A copy of this warning will be placed on your records and sent to your departmental Academic Integrity Officer (if relevant).

You are very strongly advised to complete the on-line Know How academic integrity tutorial and the Artificial Intelligence Literacy tutorial (delete if not applicable) which can be found at <https://libguides.liverpool.ac.uk/KnowHow>. Completion of this online tutorial does not in itself constitute an admission of guilt of academic misconduct. Failure to complete the tutorial however could put you at risk of a second or subsequent allegation being automatically investigated and penalised as a Category D offence. Your completion of the tutorial will be electronically registered.

If a second or subsequent instance of plagiarism, copying, collusion or dishonest use of data is proven a mark of zero will be awarded for the whole module in which the academic misconduct occurs and any further incidents will be dealt with according to procedures for unfair and dishonest academic practice.

The penalty for proven plagiarism, copying, collusion or dishonest use of data is for a mark of zero to be awarded for the assessment task. The Academic Integrity Committee that has considered my investigation will be making this recommendation to your Board of Examiners.

Students may appeal against the decision of the Board of Examiners in relation to a Category C decision but only on the grounds that there was a procedural error in determining a decision under the Academic Integrity Policy. Students may not appeal against the decision of the Board of Examiners other than in accordance with the Code of Practice on Assessment, Appendix F, Assessment Appeals Procedure.

Please note that any appeal against the decision of the Board of Examiners in relation to a Category C decision should be made on the Section One Statement of Appeal Form **within ten working days** of the formal notification to students of the mark approved by the relevant Board of Examiners or within ten working days of the publication to students of provisional module marks after the Semester One examination period.

For further information please see: <https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_F_cop_assess.pdf>

NAME OF ACADEMIC INTEGRITY OFFICER……………………………………………………………….

DEPARTMENT.........................................................................................................................................

DATE…………………………………..................................................................................................



**CATEGORY D OFFENCE**

**SECOND/SUBSEQUENT WRITTEN WARNING**

|  |  |
| --- | --- |
| NAME (Print) |  |
| STUDENT NUMBER |  |
| MODULE TITLE/CODE |  |
| TITLE OF WORK |  |
| DATE OF NOTIFICATION |  |

*To be completed by the Academic Integrity Officer (or their delegate)*

## The investigation recently conducted by me, as Academic Integrity Officer, into the allegation of your academic misconduct found evidence to suggest that *(indicate as applicable)*:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Plagiarism | Copying | Collusion | Submission of unacceptable Artificial Intelligence Generated assessment tasks | Dishonest use of data |

had taken place and exceeded poor academic practice; I have indicated on the returned assessment where the affected material is. Definitions of these terms can be found in the Code of Practice on Assessment Appendix L and in the Student and Staff Guidelines on the Academic Integrity Policy.

The University views all academic misconduct seriously. On this occasion to avoid any future similar allegation and potential penalties, I am issuing you with this written warning about the need to observe the University’s Academic Integrity Policy. A copy of this warning will be placed on your records and sent to your departmental Assessment Officer (if relevant).

Our records show that this is not your first recorded offence. If you have not already done so you are very strongly advised to complete the on-line Know How academic integrity tutorial and the Artificial Intelligence Literacy tutorial (delete if not applicable) which can be found at <https://libguides.liverpool.ac.uk/KnowHow>. Completion of this online tutorial does not in itself constitute an admission of guilt of academic misconduct. Your completion of the module will be electronically registered.

The penalty for proven second or subsequent cases of plagiarism, copying, collusion or dishonest use of data is that a mark of zero will be awarded for the whole module on each and every occasion that the offence is committed. The Academic Integrity Committee that has considered my investigation will be making this recommendation to your Board of Examiners.

You may be required to retake the module(s) with attendance and your progression to your next year of study may be delayed or your ability to complete your degree may be compromised. You should also note that if you accumulate a number of failed modules then the Board of Examiners can exercise its right to terminate your studies due to a lack of satisfactory progress.

Students may appeal against the decision of the Board of Examiners in relation to a Category D decision but only on the grounds that there was a procedural error in determining a decision under the Academic Integrity Policy. Students may not appeal against the decision of the Board of Examiners other than in accordance with the Code of Practice on Assessment, Appendix F, Assessment Appeals Procedure.

Please note that any appeal against the decision of the Board of Examiners in relation to a Category D decision should be made on the Section One Statement of Appeal Form **within ten working days** of the formal notification to students of the mark approved by the relevant Board of Examiners or within ten working days of the publication to students of provisional module marks after the Semester One examination period.

For further information please see: <https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_F_cop_assess.pdf>

NAME OF ACADEMIC INTEGRITY OFFICER………………………………………….………………....

DEPARTMENT.....................................................................................................................................

DATE…………………………………..............................................................................................