

Academic Misconduct Self-Referral Form

Where a student is dissatisfied with a School’s decision, they may make a self-referral request for their case to be considered by an Academic Misconduct Committee on the grounds listed in Section 1.

This request must be made in writing, to the Secretary to the Academic Misconduct Committee (academic-misconduct@nottingham.edu.cn), within **5 working days** of the date of the outcome of the School investigation. This does not apply where the course of action is to refer the case to the Academic Misconduct Committee. The Secretary will request from the Academic Misconduct Officer the decision letter and supporting evidence as required.

**NB** Claims that amount simply to an expression of dissatisfaction with the decision or penalty imposed will not be considered and will be rejected. If your claim is rejected, you will be able to request a review of the decision made by following the ‘**Next Steps**’ section of the Academic Misconduct Procedure.

Important: Before completing this form, you must read the accompanying Academic Misconduct [Policy](https://www.nottingham.ac.uk/qualitymanual/assessment-awards-and-deg-classification/pol-academic-misconduct.aspx) and [Procedure](https://www.nottingham.edu.cn/en/academicservices/academic-misconduct/academic-misconduct.aspx) very carefully. You may also wish to contact the Secretary to the Academic Misconduct Committee at academic-misconduct@nottingham.edu.cn who will be able to give you advice on Academic Misconduct Policy and Procedure.

|  |  |
| --- | --- |
| Title: | Forename(s): |
| Family name / Surname: |
| Student ID Number: |
| Contact telephone number(s): |
| Email Address (University & Personal): |
| Undergraduate/Postgraduate:  |
| Home Department/School: | Programme of Study: |
| Year of Study: | Module affected by finding of academic misconduct: |

*If any contact details change you must inform the Secretary to the Academic Misconduct Committee at* *academic-misconduct@nottingham.edu.cn*

 **Section 1** **– Grounds for requesting a Self-Referral**

Please select **at least one of the boxes** below to indicate which ground(s) you will detail for referring your case to the Academic Misconduct Committee. Self-referral requests made on the grounds below must be supported by evidence and a clear rationale for the grounds claimed.

|  |  |
| --- | --- |
| [ ]  | **A procedural irregularity occurred in the handling of the School’s investigation which had a material impact on the outcome/decision making** |
|[ ]  **A compelling argument that the decision and/or penalty imposed was unreasonable and/or disproportionate** |

 Should a Self-Referral request be accepted by the Secretary to the Academic Misconduct Committee be accepted by the Complaints & Conduct Team, students are expected to make every effort to attend the hearing, either in person or via Skype™/ Teams / Video Conferencing where possible.

**Section 2 – Student’s summary**

Please provide a written statement for consideration by the Academic Misconduct Committee as to why you believe your case should be referred to Academic Misconduct Committee for their consideration.

In accordance with Personal Information Protection Law of the People's Republic of China, you should only submit data relating to living third parties if it is strictly necessary for the consideration of your case. Please don’t include other people’s data if it’s not relevant. Additionally, please notify anyone whose data you are including in your paperwork that you are doing so in order that, if they wish, they can contact the University to object to that data being held.

**Section 3** - **Supporting documentation**

Please list any documentation you have attached in support of request. Please note that if you present any new evidence which was not available and provided at the School/Department investigation stage, your request for a Self-Referral will be rejected, unless you provide a compelling reason as to why this evidence was not provided for consideration at the School investigation stage.

**Section 4 – Signature**

In submitting this form, I give my consent for this information to be disclosed to relevant University staff responsible for the investigation and consideration of my Self-Referral. I understand that the form and associated documentation and correspondence will be kept on University record.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

The Self-Referral request form must be signed and dated and returned no later than **5 working days** from the date of the School outcome letter.

Please send the completed form and supporting documents to:

academic-misconduct@nottingham.edu.cn

*It is your responsibility to ensure that the form has been completed correctly and that any supporting documentation is listed and attached.*