



Academic Misconduct System User Guide (Staff)

Academic Services Office



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Introduction to academic misconduct

Academic misconduct is any inappropriate activity or behaviour by a student which may give that student, or another student, an unpermitted academic advantage in a summative assessment and is unacceptable within the University’s scholarly community.

Where a member of staff suspects that academic misconduct has taken place, they may report the matter in writing to relevant Academic Misconduct Officer (AMO) of the School/Department in which the work was undertaken, providing reasons and any relevant evidence.

The Academic Misconduct System digitalises the full academic misconduct procedures at UNNC stage and this user guide enables staff to report suspected academic misconduct case in the system appropriately. To report a case, please fill in the Academic Misconduct Reporting Form on [UNNC portal](#) and submit it for School/Department AMO’s consideration following the steps described in this user guide.

For more details about academic misconduct regulations, please refer to [Academic Misconduct Policy](#) and [Procedure](#). For any technical issues with task processing, please contact the Academic Misconduct team at academic-misconduct@nottingham.edu.cn providing a description of the issues with relevant screenshots.

System processes overview



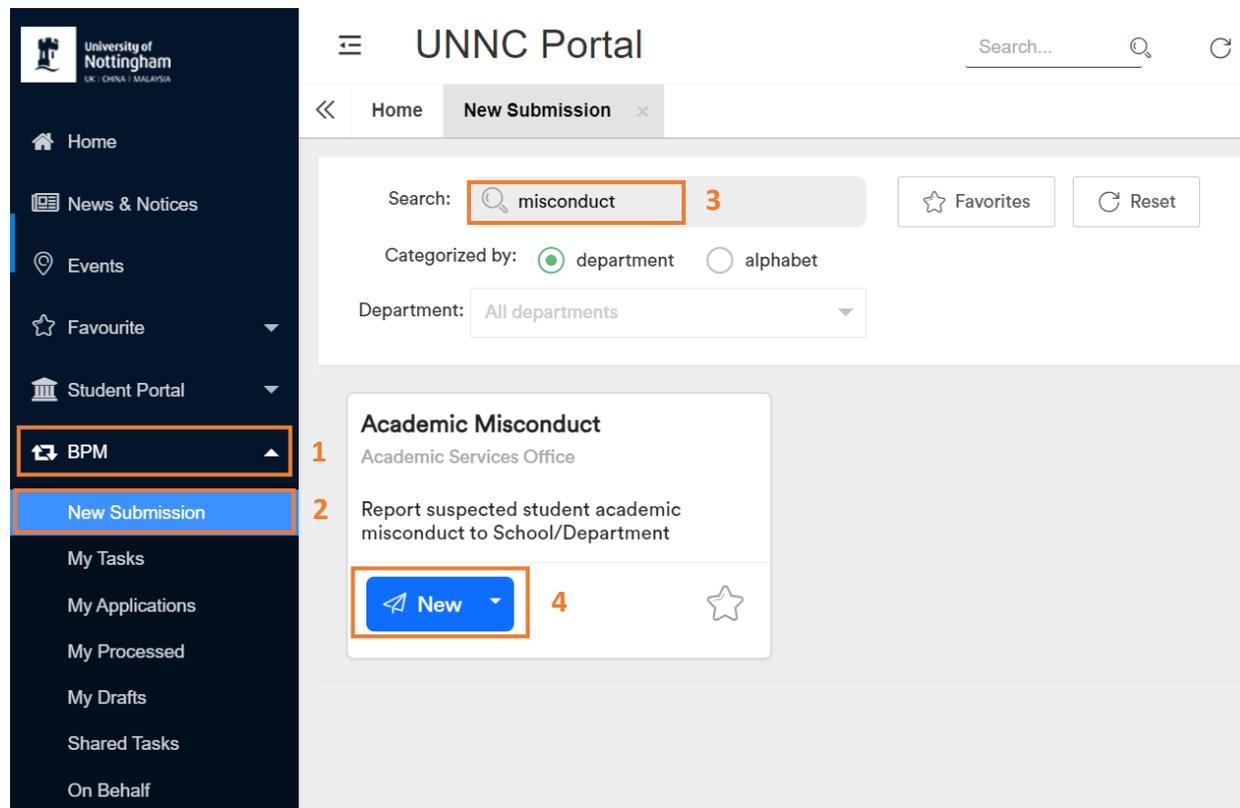


1. Reporting a suspicion of academic misconduct

Access the reporting form

Where a member of staff suspects that academic misconduct has taken place, the first step is to access the online reporting form to report the matter to the School/Department.

Detailed steps: Log in to UNNC portal (<https://portal.nottingham.edu.cn/>)→click 1 ‘BPM’→2 ‘New Submission’→3 search for ‘misconduct’→4 ‘New’



Complete the reporting form

Section 1 Reporter Information

Please read the note on the top of the reporting form carefully before starting to fill the form. Your basic information as case reporter is pre-populated by the system. Please indicate the reporter category that you belong to. If your category is not listed, please select ‘other’ and fill in the specific category/role in the text box that appears below.



Submit | Save as Draft | Save as Template | Print | Refresh | Comments

Post As: [dropdown]



Academic Misconduct Reporting Form

Notice

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Where there is a suspicion that academic misconduct has taken place, please report the matter by filling out this form. It is required to provide in writing specific reasons and any relevant evidence. The report will be forwarded to the Academic Misconduct Officer of the School/Department in which the work was undertaken.

For more details, please refer to [Academic Misconduct Policy](#) and [Procedure](#). User guide on submission of Academic Misconduct Reporting Form is available [here](#). If there are any inquiries or submission issues, please contact the academic misconduct team at academic-misconduct@nottingham.edu.cn.

[Click here to view user guide](#) ↑

Section 1 Reporter information	
Reporter name	
Reporter ID	
Reporter category	<input type="radio"/> Module convenor <input type="radio"/> Exam invigilator <input type="radio"/> Faculty Office <input type="radio"/> Examiner <input type="radio"/> EC Panel member <input type="radio"/> Student <input type="radio"/> Other
Reporter School/Department	
Report date	2024-01-28

Select the category of reporter above

Section 2 Student Information

Please enter in Section 2 the basic information about the student who is suspected of academic misconduct.

Detailed steps: Click the white button next to section heading (step 1) → search for student name/ID (step 2 and 3) → select the student and confirm (step 4 and 5).

Section 2 Student information	...
Student name	
Student ID	
Faculty	
Home School/Department	
Programme of Study	
Year of Course	

Click here to search for student information 1 ←



Data Browser - V_Students Search for student name/ID below

Enable Disable all Incl - + Search **3**

Studen...	Account	Display...	Surname	FirstNa...	Course...	School	Faculty	YearofC...	Email
<input checked="" type="checkbox"/>					BSc Ho...	ECO	FHSS	Y4	
					MSc Int...	NUBS	NUBS C...	Master	

4 Tick the box

Page 1 of 1 | < > | Refresh | Displaying 1 - 2 of 2

5 OK Close

Section 3 Academic Misconduct Report

Please provide detailed information about the suspected academic misconduct and provide evidence.

(1) Input module(s) where academic misconduct may have occurred.

Detailed steps: Click the white button next to section heading (step 1) → search for module name/ID (step 2 and 3) → select the module and confirm (step 4 and 5).

It is required to fill in the fields of 'Module code', 'Module name' and 'Offering School', and the remaining fields can be left blank.

Section 3 Academic Misconduct Report **1** Click here to search for module information

Click here to add more modules

Operation	No.	Module code	Module name	Academic Year	Module convenor
<input type="button" value="Remove"/>	1	Credits	Offering School	Assessment component	Assessment weighting

Click here to remove module

PS: If you choose to enter the module information by yourself, please type the full name of School/Department in the textbox of 'Offering School'.



Data Browser - VW_Base_Students_Modules_Convenor Search for module name/code below

Enable Disable all Incl economics 2- + Search 3

ModuleC...	Academic...	ModuleName	DeptScho...	Credits	ModuleC...	ModuleC...
<input checked="" type="checkbox"/>	23/24 Aut...	Industrial Economics I: Economic...	Nottingha...	20		
<input type="checkbox"/>	22/23 Su...	Industrial Economics II: Economi...	Nottingha...	20		
<input type="checkbox"/>	23/24 Spr...	Industrial Economics II: Economi...	Nottingha...	20		
<input type="checkbox"/>	22/23 Su...	Financial Economics	Nottingha...	10		
<input type="checkbox"/>	23/24 Aut...	Financial Economics	Nottingha...	10		
<input type="checkbox"/>		Industrial Economics A: Structure...	Nottingha...			
<input type="checkbox"/>						

4 BUSI2180 BUSI2182 BUSI3106 BUSI3106 BUSI3107 BUSI3107

Tick the box

Please check 2nd column 'academic year' before confirm

Page 2 of 10 | Displaying 26 - 50 of 242

5 OK Close

(2) Please provide detailed description of the suspected academic misconduct and upload relevant evidence and/or report (if applicable).

If the evidence cannot be uploaded due to format issues, please convert the evidence into a compressed file (zip file) and submit it.

Case Description

Please provide details of the case here

Words: 0 Characters: 0

Supporting Evidence

Please note: The evidence required is subject to the type of academic misconduct (types explained [here](#))

- For report of suspicious plagiarism/false authorship/collusion, please upload the original submission and, if applicable, Turnitin report/the sources used.
- For case of possible misconduct in examination, please provide invigilation report and supporting evidence (or a copy).
- If the report is related to fabrication of fact/evidence in Extenuating Circumstances (EC) claim, please submit the original EC application package.

If the evidence cannot be uploaded due to format issues, please convert the evidence into a compressed file (zip file) and submit it.

Student's submission.pdf - 482 KB

Add Attachment



(3) Select the type of academic misconduct case. Please indicate whether or not the report relates to Extenuating Circumstances (EC) claims.

Is the report related to Extenuating Circumstances (EC) claim?	<input type="radio"/> Yes, the report is related to a suspicious EC claim where the facts of the claim and/or evidence was likely to be fabricated/falsified. <input type="radio"/> No, it is not related to fabrication/falsification of EC claim.
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Submission of reporting form

Once you have completed the Academic Misconduct Reporting Form, please submit the form by clicking 'Submit' button at the top of the page and then clicking 'OK' in the pop-up window.

Submit | Save as Draft | Save as Template | Print | Refresh | Comments

Post As: [dropdown]

Click here to submit

University of Nottingham
UK | CHINA | MALAYSIA

Academic Misconduct Reporting Form

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Where there is a suspicion that academic misconduct has taken place, please report the matter by filling out this form. It is required to provide in writing specific reasons and any relevant evidence. The report will be forwarded to the Academic Misconduct Officer of the School/Department in which the work was undertaken.

For more details, please refer to [Academic Misconduct Policy](#) and [Procedure](#). User guide on submission of Academic Misconduct Reporting Form is available [here](#). If there are any inquiries or submission issues, please contact the academic misconduct team at academic-misconduct@nottingham.edu.cn.

Provide additional information

The reported case will be considered by relevant School/Department AMO. If further information/evidence is needed, AMO may return the reporting form to you (the submitter) in the system with a message. In this case, you will receive an automatic reminder email from BPM. Please read carefully the notification email and make revision to the reporting form as requested.

There are two options to reopen the reporting form you have submitted.

Option 1: Click the link provided in the reminder email and view the form in web browser.



Dear

Please kindly note that the following BPM case has been returned to the submitter as further information is needed. Click to [View](#) now.

← Click the link to open the reporting form

Process Name: Academic Misconduct

Ticket No.: FAM2024040001

Summary: Student Name:

Student ID:

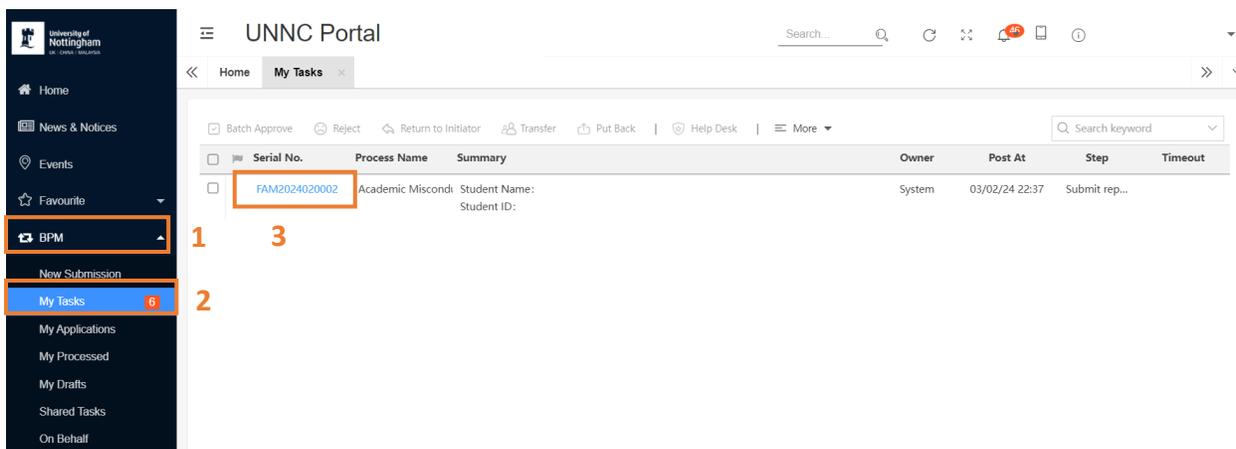
Required action: Thanks for raising concern about academic misconduct. After checking the case you reported, the Academic Misconduct Officer requests additional information/evidence. Please read the message below and provide relevant information/evidence in the reporting form via the above link. Many thanks.

Message: Please provide the Turnitin report. Thanks. ← Message from Academic Misconduct Officer

User guide: For detailed steps, please refer to the section 'Provide additional information' of the [Academic Misconduct System User Guide \(Staff\)](#). ← Click the link to view the User Guide

Option 2: Open the reporting form in the system.

Detailed steps: Log in to staff portal (<https://portal.nottingham.edu.cn/>) → click 1 'BPM' → 2 'My Tasks' → 3 click serial number to view the reporting form



2. Tips

Save as draft

If you wish to complete the reporting form later, you may save the form as draft by clicking the button 'Save as Draft' at the top of the page. The draft saved can be found in 'My Drafts'. Please click the task and continue.



Submit | Save as Draft | Save as Template | Print | Refresh | Comments | Post As:



Click here to save the unfinished form as draft

Academic Misconduct Reporting Form

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Section 1 Reporter information

Reporter name	
Reporter ID	
Reporter category	<input type="radio"/> Module convenor <input type="radio"/> Exam invigilator <input type="radio"/> Faculty Office <input type="radio"/> Examiner <input type="radio"/> EC Panel member <input type="radio"/> Student <input type="radio"/> Other
Reporter School/Department	
Report date	2024-01-28

Detailed steps: Click 1 'BPM' → 2 'My Drafts' → click 3 to continue filling in the reporting form.

View case status

If you would like to check the case status or view the submitted reporting form, you may find relevant information in 'My Processed'.

Detailed steps: Click 1 'BPM' → 2 'My Processed' → click 3 serial number to view the reported case.



Scroll down to the end of the reporting form where you may view the progress of the case.

In section 4, you may find AMO’s decision on whether to start investigation on the reported case and the rationales.

Section 4 School Academic Misconduct Investigation	
Will AMO start School academic misconduct investigation?	<input type="radio"/> A. Yes, School will start academic misconduct investigation at School level. <input type="radio"/> B. No, School won't start academic misconduct investigation.
AMO's comments	<p>Reasons of AMO's decision is provided here</p>

If you would like to know further progress or current status of the case, you may check it in section 'Submit information' at the end of the page.

Submit Information						
No.	Step Name	Sign	Action	Date	Comments	
1	Report allegation		Submit	2024-01-02 23:28		
2	Start investigation		Next	2024-01-03 09:13		
3	Collect information		Next	2024-01-03 09:59		
4	Desk-based approach		Yes	2024-01-03 21:55		
5	Draft interim outcome		Next	2024-01-03 21:56		

Notification of completion

Once the academic misconduct process is completed in the system, you will receive an automatic notification email from BPM.



Dear

Please kindly note that the following BPM process has been completed. Click to [Find more details](#) now.

Process Name: Academic Misconduct
Submitter:
Submit Date: 1/20/2024 11:12:28 AM
Ticket No.: FAM2024010023
Approved by:
Approved on: 1/23/2024 6:23:04 PM
Summary:


[Click here to view details of the case](#)

3. Contact information

If there are any technical issues with the submission of reporting form, please contact the Academic Misconduct team at academic-misconduct@nottingham.edu.cn describing the issue with a screenshot.