



Academic Misconduct System User Guide (Student)

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.

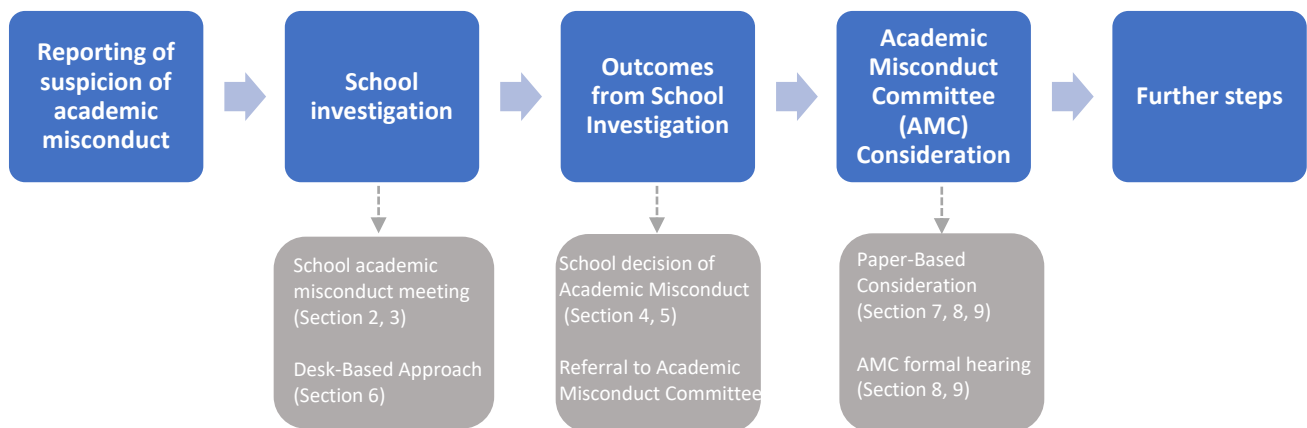
When a suspicion of academic misconduct is reported to relevant Academic Misconduct Officer (AMO) of the School/Department in which the work was undertaken, the AMO is required to conduct an investigation, and this may lead to a penalty being imposed.

The Academic Misconduct System digitalises the full academic misconduct procedures at UNNC consideration stage and this user guide enables students to complete the actions required correctly in the system during the process.

For more details of relevant 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 describing the issues with relevant screenshots.

Process overview

All stages of academic misconduct process are shown in blue, with possible scenarios listed below each stage. Please refer to corresponding section for detailed steps.





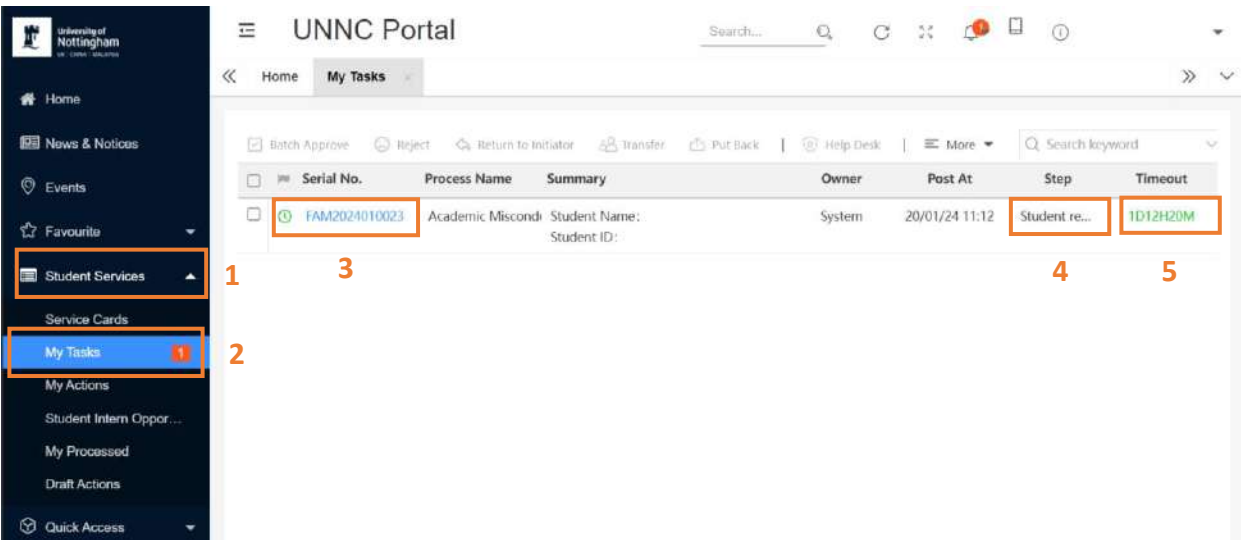
1. Open academic misconduct task

When your case is under investigation, you will be asked to complete certain steps on the academic misconduct system. Please open the academic misconduct task on UNNC Portal (BPM system) to view details and complete relevant steps in the system. For example, when you receive School academic misconduct meeting invitation, please respond to the invitation in the system.

There are following two ways to open the academic misconduct task:

Recommended way to open task

Log in to student portal (<https://portal.nottingham.edu.cn/>)→ click 1 ‘Student Services’→ 2 ‘My Tasks’
→3 click serial number to view the details



Detailed information displayed in the page:

4 Step: Current step of the academic misconduct case/the step you are expected to complete on BPM

5 Timeout: Time left for you to complete the step. In the screenshot above, ‘1D12H20M’ means there are 1 day 12 hours and 20 minutes left.

Alternative way to open task

When you are asked to complete a certain action in the system, you will receive an automatic reminder email from BPM. Please open the task via the link provided in the email and perform the required action.

- (1) Please read carefully 1 ‘Required action’ in the reminder email before completing the step in the system.
 - (2) Click 2 ‘Process’ to open the task directly. You may view the detailed information in the web browser.
- You may also view the User Guide for detailed steps via the link provided.

Dear

Please kindly note that the following BPM task was just assigned to you. Click to [Process](#) now.

Process Name: Academic Misconduct

Ticket No.: FAM2024040005

Summary: Student Name:

Student ID:


2

Process

Click the link to complete the step on the system

1

Required action: This is an automatic email from the academic misconduct system. You should have received a separate email from BPM to invite you to a School Academic Misconduct meeting to explain a suspected academic misconduct case. Please click the 'Process' button above for details, and respond to the meeting invitation on the system by the timeline set on the system page.

User guide: For detailed steps, please refer to section 2 'Respond to School Academic Misconduct meeting invitation' of the [Academic Misconduct System User Guide \(Student\)](#).  [Click the link to view the User Guide](#)

Message:

2. Respond to School Academic Misconduct meeting invitation

If School/Department decides to hold a meeting to investigate your case, you will receive a School Academic Misconduct meeting invitation, please read the invitation letter carefully in email or in the system, and submit your response to the meeting invitation **in the system**.

Note: In the School meeting you may explain the case to School/Department. For detailed information, please refer to section “School Academic Misconduct Meeting” of [Academic Misconduct Procedure](#).

Submit

Reject

Return to Initiator


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Comments

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Academic Misconduct








Invitation to School Academic Misconduct Meeting

Dear

Student Name:

Student ID:

Course:

↶ ↷ Paragraph A² A₁ B I U  A₁ A² I_x      

Please read carefully the meeting invitation here and respond to it at the end of the page



Scenario A: Attend the School meeting

If you decide to attend the School meeting, please select ‘Yes’ for Q1 (step 1). If you have any other request for the meeting, you may raise it in the text box under the Q1 (step 2, optional step).

- If you would like to bring a supporter to the meeting, please complete step 3 and 4.
- If you won’t bring a supporter, please select ‘No’ for Q2 (step 3).

Please respond to following questions by 2023-12-29 00:00

Please pay attention to the deadline

Please note if you don't attend school meeting or fail to respond by above timeline, School academic misconduct meeting will take place in the your absence.

Student section

Q1: Will you attend the School academic misconduct meeting?

1

Please respond to School meeting invitation here

☒ Yes

☐ No

Normally the school meeting will be held offline. If you have further request of the meeting format, you may raise your request by filling in the text box below. Please be aware that further request is subject to School consideration and approval.

Optional field

2

Q2: If you will attend the School meeting, will you have a supporter attend the meeting with you?

3

☒ Yes

☐ No

Supporter's name

Supporter's ID

4

Supporter's role

Please Select

Once you have responded to the questions about School meeting, please submit your response by clicking ‘Submit’ button at the left top of the page.

Submit

Reject

Return to initiator

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Please click ‘Submit’ after completing your response

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Invitation to School Academic Misconduct Meeting

Dear

Student Name:

Student ID:

Course:

Scenario B: Not attend the School meeting

If you won’t attend the School meeting, please select ‘No’ for Q1.



Please respond to following questions by

2024-01-24 00:00

Please pay attention to the deadline

Please note if you don't attend school meeting or fail to respond by above timeline, School academic misconduct meeting will take place in your absence.

Student section

Q1: Will you attend the School academic misconduct meeting?

☐ Yes ☒ No

Please respond to School meeting invitation here

Once you have responded to the question about School meeting, please submit your response by clicking 'Submit' button at the left top of the page.

Submit

Reject

Return to Initiator

Transfer

Comments

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Invitation to School Academic Misconduct Meeting

Dear

Student Name:

Student ID:


Course:

3. Submit written statement after School meeting

After the School meeting, you will be asked to submit a written statement to further explain the case. The statement will be considered by School/Department Academic Misconduct Officer when making final decision or penalty on your case.

Please submit written statement within timescale (up to 5 working days after School meeting). If you fail to submit the statement within the timescale, the Academic Misconduct Officer will proceed based on the findings of the investigation.

Submit | Reject | Return to Initiator | Transfer | Comments | More | Refresh | Print



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Academic Misconduct Meeting – Student Statement

Student Name:		
Student ID Number:		
Home School/Department:	Basic information of the case is prefilled by the system	
Programme of Study:		
Nature of alleged misconduct:		
Module(s) affected:		
Date of Meeting:	2024-01-22	14:00
Deadline for return of Student Statement:	2024-01-29	17:00

← Please pay attention to the deadline

(1) Please fill in the statement. You may add attachment to your statement if necessary.

- Acknowledges what it is you are alleged to have done
- Acknowledges why what is alleged counts as academic misconduct
- Provides an account of events, which may include an explanation for your behaviour and supply relevant evidence (if applicable) for School's consideration. New evidence is normally not considered at a later stage when the School has made its decision about your alleged misconduct unless there is a compelling reason as to why this evidence was not provided for consideration at the School investigation stage. Evidence that is not in English must be provided with a copy in English translated by an accredited translator.

If the statement is not returned by the deadline indicated above, the Academic Misconduct Officer will proceed based on the findings of the School investigation.

Paragraph

↶ ↷ A A² B I U ↶ ↷ A A² ↶ ↷

Please fill in the statement here

Words: 0 Characters: 0

+ Add Attachment

← You may add attachment here (optional step)

(2) Sign the statement.

☐

The information (and evidence) I have provided is correct and complete to the best of my knowledge. I understand that new evidence will normally not be considered at a later stage when the School has made its decision about my alleged misconduct. In submitting this form I give my consent for this information to be disclosed to relevant Officers of the University responsible for the investigation and consideration of my academic misconduct case. I understand that the form and associated documentation will be kept on University record.

Please tick check box

Signed : Please sign here

Date: 2024-01-18

(3) Submit the written statement by clicking 'Submit' at the top of the page.



Submit

Reject

Return to initiator

Transfer

Comments

More

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↑ Please click 'Submit' after filling out the statement

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Academic Misconduct

Academic Misconduct Meeting – Student Statement

Student Name:		
Student ID Number:		

4. Respond to School Decision Letter

You will receive School Decision Letter after the School academic misconduct meeting and the submission of written statement (optional). There are two following scenarios:

Scenario A: Refer to the Academic Misconduct Committee for further consideration.

You do not need to respond to School Decision Letter at this point. Please wait for notification from the Secretary to Academic Misconduct Committee and complete further actions accordingly.

Scenario B: School/Department has made final decision/imposed penalty on the case.

In this case, you may respond to the outcome of School investigation **within in five working days** of the date of the School Decision Letter. **(This section is for scenario B)**

For detailed information, please refer to section 'Outcomes from a School investigation' of [Academic Misconduct Procedure](#).

(1) In scenario B, please read the School Decision Letter, and then choose your response in Student section.



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Academic Misconduct

Academic Misconduct School Decision Letter

Send date and time:

Dear

Student Name: Student ID Number:

Academic Misconduct – School Decision Letter

Course Title:

Module:

Paragraph

Please read carefully the School Decision Letter here and respond to it at the end of the page

If you are not satisfied with School's decision, you may raise self-referral request to Academic Misconduct Committee by 2024-01-20 00:00 for a further consideration of your case.

Will the case be referred for AMC's consideration?
☐ Yes, the case will be referred to AMC. ☐ No, there's no need to refer the case to AMC.

Student section

Do you accept School's decision on your academic misconduct case? Choose your response here
☐ A. Yes. ☐ B. No, I'm not satisfied School's decision and I wish to raise self-referral request to Academic Misconduct Committee for reconsideration.

- Yes: if your response is 'Yes' or you don't respond within the timeframe, the academic misconduct case will be closed automatically and there will be no further step for the case.
- No: if B/No is selected, the next step for you is to raise self-referral request. After submitting your response, please go back to 'My task', re-open the task and start the step of 'Self-referral to AMC'. (Please refer to next section ['Raise self-referral request'](#) for further steps)

(2) Submit your response by clicking 'Submit' at the top of the page.

Submit | Reject | Return to Initiator | Transfer | Comments | More

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Academic Misconduct

Academic Misconduct School Decision Letter

Send date and time:

Dear

Student Name: Student ID Number:

Academic Misconduct – School Decision Letter



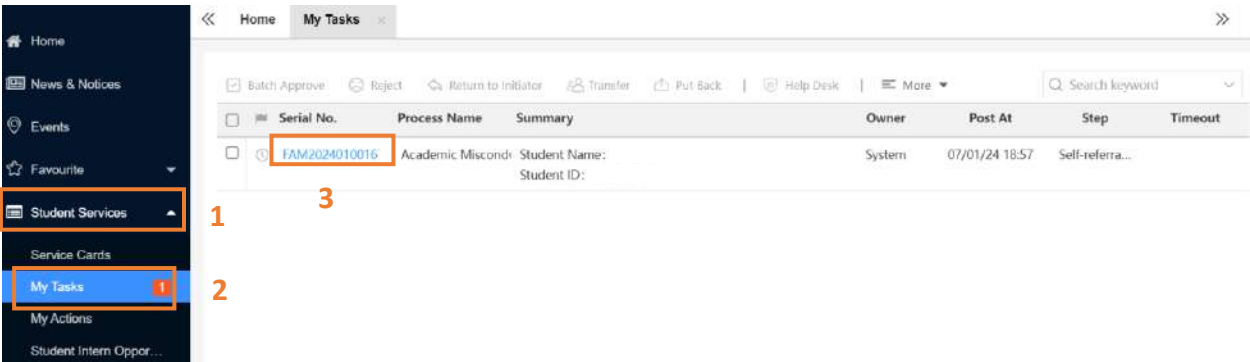
5. Raise self-referral request

If you are dissatisfied with a School’s decision following an Academic Misconduct meeting, you may be able to request a Self-Referral to the Academic Misconduct Committee (AMC).

For detailed information, please refer to section ‘Student Self-Referral following a School Penalty’ of [Academic Misconduct Procedure](#).

(1) After submitting your response to School’s decision at the step of ‘Respond to School Decision Letter’, please re-open the task to submit self-referral request.

Detailed steps: Click 1 ‘Student Services’ → 2 ‘My tasks’→3 click the serial number to re-open the task→ fill in Self-referral form.



(2) Basic information of the case is prefilled by the system. Please provide additional information in the blanks.



Submit | Reject | Return to Initiator | Transfer | Comments | More | Refresh | Print

Please note that student self-referral request should be submitted by **2024-01-29 17:00** **← Please pay attention to the deadline**

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 and Procedure 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.

Student name: *	<input type="text"/>	Student ID Number: *	<input type="text"/>
Email Address: *	<input type="text"/>		
(Optional) Email Address:	<input type="text"/>		
Contact telephone number(s): *	<input type="text"/>		
Undergraduate/Postgraduate: *	Please Select Please indicate if you are undergraduate or postgraduate ▼		
Home Department/School: *	<input type="text"/>		
Programme of Study: *	<input type="text"/>		
Year of Course: *	<input type="text"/>		
Module(s) affected by finding of academic misconduct: *	<input type="text"/>		

(3) Please select the grounds for self-referral (select at least one ground).

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-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, student effort to attend the hearing, either in person or via Skype?/ Teams / Video Conferencing where possible.

Please select your ground here

(4) Please fill in your statement in the text box of section 2.

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.

Paragraph | A² | A¹ | B | I | U | | | | | | | | |

Fill in your statement here



(5) If necessary, you may submit relevant evidence in section 3. (optional step)

Section 3 - Supporting documentation

You may submit any supporting documentation to support your request. Please note that if you present any new evidence which was not available and provided 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 considered at the School investigation stage.

ADD ← Click here to add more attachments

Operation	No.	Title	Attachment
Remove	1		Add Attachment

Submit evidence on the right and fill in the title here →

(6) Sign the self-referral form.

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 consent that the form and associated documentation and correspondence will be kept on University record.

↑ Tick the check box

Signature: *	Please sign your name here
Date: *	2024-01-05

(7) Submit self-referral request by clicking ‘Submit’ at the top of the page.

Submit | [Reject](#) | [Return to Initiator](#) | [Transfer](#) | [Comments](#) | [More](#) | [Refresh](#) | [Print](#)

← Please click ‘Submit’ after filling out the form

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Academic Misconduct

Please note that student self-referral request should be submitted by 2024-01-29 17:00

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.

6. Respond to Interim Outcome via Desk-Based Approach

During School investigation stage, where AMO is satisfied that all the criteria for Desk-Based Approach are met and appropriate outcomes are available, they will undertake this approach without holding School meeting. In this case, AMO will write to you, providing copies of the evidence considered, informing you that academic misconduct has been identified. When you receive Desk-Based Interim

outcome letter with relevant evidence, please respond to it in the system **within ten working days** of the date of the letter.

For detailed information, please refer to section ‘Investigation by an Academic Misconduct Officer’ and ‘2.2.2. Outcomes Available Following a Desk-Based Decision’ of [Academic Misconduct Procedure](#).

(1) Please read the Interim outcome letter, check the evidence, then choose your response in student section.

Submit

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Academic Misconduct

Academic Misconduct Interim Outcome_School Desk-based Approach

Send date and time:

Dear

Student Name:

Student ID Number:

Notification of Identified Academic Misconduct – Interim Outcome

Course Title:

Module:

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Paragraph

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Please read carefully the Interim Outcome Letter, view the attachments below, and then respond to the interim outcome at the end of the page

Words: 1 Characters: 3

Turnitin Report.pdf

274 Kib

Preview

Student's submission.pdf

452 Kib


Preview

Please download the attachment by clicking the file

Scenario A: Accept the Interim Outcome

If you accept the interim outcome, please select 'A' and submit your response.

Please be aware that if your response is A/ 'I accept' or you don't respond within the timeframe, you will receive an email later from School/Department that confirms the interim outcome is considered as final outcome.

Please respond to School's/Department's decision via a desk-based approach below by 2024-01-18 00:00  **Deadline for response**

If you are dissatisfied with the School's/Department's decision via a desk-based approach, and instead wish to attend a School/Department meeting to discuss the findings and/or decision, please respond by the above timeline. Where you fail to respond within the permitted time period and no extension or reasonable adjustment to timescales has been provided, the Academic Misconduct Officer will consider this Interim Outcome as final.

Student section **Select your response below**

☐ A. I accept the above Interim Outcome as the final decision of School's investigation.

☐ B. No, I'm dissatisfied with the Interim Outcome and I request School undertake academic misconduct meeting to continue considering my case.

(2) Submit response by clicking 'Submit' at the top of the page.



☒ Submit

☐ Reject

☐ Return to Initiator

☐ Transfer

☐ Comments

☐ More

↑ Please click 'Submit' after filling out the statement



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Academic Misconduct

Academic Misconduct Interim Outcome_School Desk-based Approach

Send date and time:

Dear

Student Name:

Student ID Number:

Notification of Identified Academic Misconduct – Interim Outcome
Course Title:

Module:

Scenario B: Dissatisfied with Interim Outcome

If you are dissatisfied with Interim Outcome, you may provide a brief reason of your dissatisfaction and submit relevant attachment. After you submitted your response, a School meeting will be held to further consider your case.

Please respond to School's/Department's decision via a desk-based approach below by

2024-02-02 17:00

 ← **Deadline for response**

If you are dissatisfied with the School's/Department's decision via a desk-based approach, and instead wish to attend a School/Department meeting to discuss the findings and/or decision, please respond by the above timeline. Where you fail to respond within the permitted time period and no extension or reasonable adjustment to timescales has been provided, the Academic Misconduct Officer will consider this Interim Outcome as final.

Student section

☐ A. I accept the above Interim Outcome as the final decision of School's investigation.

☒ B. No, I'm dissatisfied with the Interim Outcome and I request School undertake academic misconduct meeting to continue considering my case.

If you are unsatisfied with the Interim Outcome above, please fill out the blanks below for any reasons.

Leave your reason here (required step)

☒ Add Attachment

 ← **Add attachment here (optional step)**

(2) Submit your response by clicking 'Submit' at the top of the page.

☒ Submit

☐ Reject

☐ Return to Initiator

☐ Transfer

☐ Comments

☐ More

↑ Please click 'Submit' after filling out the statement



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Academic Misconduct

Academic Misconduct Interim Outcome_School Desk-based Approach

Send date and time:

Dear

Student Name:

Student ID Number:

Notification of Identified Academic Misconduct – Interim Outcome
Course Title:

Module:



7. Request Paper-Based Consideration

When your case is referred to Academic Misconduct Committee (AMC), the case will be heard by a panel on behalf of the AMC in formal hearing or Paper-Based Consideration (without the need for you or school to be in attendance). You may choose to request Paper-Based Consideration or not, but Panel Secretary determines the more appropriate approach based on the criteria of paper-based panel, even if not requested by the student.

For detailed information, please refer to section ‘The Academic Misconduct Committee’ of [Academic Misconduct Procedure](#).

☒ Submit | ☐ Reject | | | Comments ▾ | More ▾ | Refresh | Print



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Academic Misconduct

Do you want to request paper-based consideration?
☐ Yes ☐ No


If you would like to request paper-based consideration, please submit the paper-based request form by 2024-01-28 00:00 ▾

Please pay attention to the deadline

Scenario A: Not request Paper-Based Consideration

If you would like your case be heard in AMC formal hearing instead of paper-based consideration, please select ‘No’ to the question and submit your response.

☒ Submit | ☐ Reject | | | Comments ▾ | More ▾ | Refresh | Print



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Academic Misconduct

Do you want to request paper-based consideration?
☐ Yes ☒ No

1 Please choose your response

If you would like to request paper-based consideration, please submit the paper-based request form by 2024-01-28 00:00 ▾

Please pay attention to the deadline

2 Please click ‘Submit’ after completing the response

Scenario B: Request Paper-Based Consideration

(1) If you would like your case to be heard by paper-based panel, please select ‘Yes’, and then fill in the Paper-based Consideration Request Form.

Submit

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Academic Misconduct

Do you want to request paper-based consideration?

☒ Yes

☐ No

Please choose your response

If you would like to request paper-based consideration, please submit the paper-based request form by

2024-01-28

00

00

Please pay attention to the deadline

Academic Misconduct Paper-Based Request Form

Ordinarily, academic misconduct cases will be heard by a panel on behalf of the Academic Misconduct Committee in the form of a formal hearing. In some circumstances, the case may be considered without the need for formal hearing or for the student or school to be in attendance. In this instance, the evidence and student representations considered by the School are sent to three academic staff members of the Academic Misconduct Committee.

This form is for a student to request that their case be heard by a paper-based panel, as set out in the [Academic Misconduct Procedure](#). The request should be made within **5 working days** of receiving notification that your case is being referred to the Academic Misconduct Committee.

Important: Before completing this form, you must read the accompanying Academic Misconduct [Policy](#) and [Procedure](#) very carefully.

(2) Basic information of the case is prefilled by the system. Please provide additional information in the blanks.

Student name: *	<input type="text"/>	Student ID Number: *	<input type="text"/>
Email Address: *	<input type="text"/>		
(Optional) Email Address:	You may provide another email address (optional)		
Contact telephone number(s): *	Please provide your phone number		
Undergraduate/Postgraduate: *	Please Select Please indicate if you are undergraduate or postgraduate		
Home Department/School: *	<input type="text"/>		
Programme of Study: *	<input type="text"/>		
Year of Course : *	<input type="text"/>		
Module (s) affected by finding of academic misconduct: *	<input type="text"/>		

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

(3) Please select **both of the boxes** in section 1 to make sure that your case meets the criteria of paper-based consideration.

Section 1 – Criteria for a request for a paper-based panel

Please select **all the following boxes** to confirm that you meet the criteria for your academic misconduct case to be considered by a paper-based panel.

☐

I confirm that I do not dispute the School's/Department's finding of academic misconduct. I accept that I have committed academic misconduct.

☐

I confirm that I do not dispute the facts of the case and that I have no additional evidence to present, other than that already presented at the meeting with my School/Department.

Please tick both of the check boxes



(4) Please fill in your statement in the text box of section 2.

Section 2 – Student's summary

Please provide a written statement for consideration by the paper-based panel which includes:

- An acknowledgment of what it is you are alleged to have done and why this constitutes academic misconduct;
- Your account of events, including an explanation as to why you have committed academic misconduct;
- Any factors that you would like the paper-based panel to take into consideration when determining a penalty.

In accordance with the Guide to the General Data Protection Regulations, 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 to your case. Additionally, please notify anyone whose data you are including in your paperwork that you are doing so in order that, if they wish to do so, they can contact the University to object to that data being held.

NB If you are requesting a paper-based panel as part of your self-referral request, please provide a compelling argument that the penalty imposed was unreasonable and/or disproportionate;

Fill in your statement here

(5) If necessary, you may submit supporting evidence in section 3. (optional step)

Section 3 - Supporting documentation

You may submit any supporting documentation to support your 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 available at the School investigation stage.

ADD

Click here to add more attachments

Operation	No.	Title	Attachment
Remove	1		<div>Add Attachment</div>

(6) Sign the paper-based consideration request form.

Section 4 – Signature

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

Signature: *

Date: *

Please sign here

2024-01-06

(7) Submit paper-based request by clicking 'Submit' at the top of the page.



☒ Submit

☐ Reject

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Academic Misconduct

Do you want to request paper-based consideration?
☒ Yes ☐ No

If you would like to request paper-based consideration, please submit the paper-based request form by 2024-01-28 00:00

8. Respond to Academic Misconduct Committee consideration

When your case is referred to Academic Misconduct Committee (AMC), you will be informed of the AMC Panel’s consideration approach for your case. There are two approaches: AMC formal hearing and Paper-Based Consideration (refer to scenario A and B below). In either case, you will have an opportunity to submit an additional written statement to AMC prior to the meeting. Please read the notification email and respond in the system accordingly.

For detailed information, please refer to section ‘The Academic Misconduct Committee’ of [Academic Misconduct Procedure](#).

☒ Submit

☐ Reject

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Academic Misconduct

Academic Misconduct Committee Panel’s consideration approach of your case

Paragraph

Please read carefully the Academic Misconduct Committee Panel’s consideration approach here and respond to it at the end of the page

Scenario A: Formal hearing

If your case will be considered in the form of AMC formal hearing, please reply ① if you will attend the formal hearing and ② if you would like to submit additional statement for AMC Panel’s consideration.

In which approach will the case be considered by AMC Panel?
☐ A. Paper-based consideration ☒ B. AMC formal hearing ← Please check the approach here

Please respond to the following question(s) by 2023-12-30 00:00. If we don't hear from you by the above timeline, we will assume you don't have additional statement for AMC Panel's consideration.
Please pay attention to the deadline



Student section	Please choose your response below
Will you attend the AMC formal hearing? Please note if you don't attend AMC Panel meeting or fail to respond by above timeline, AMC Panel meeting will take place in the your absence.	
<input type="radio"/> Yes	
<input type="radio"/> No	
Do you want to submit an additional written statement for AMC Panel's consideration?	
<input type="radio"/> Yes	
<input type="radio"/> No	

Scenario A-1: You will attend the formal hearing

(1) If you decide to attend the formal hearing, please select 'Yes' for step 1. In the case that you have further request of the meeting, you may raise it in the text box of step 2 (optional step).

- If you would like to bring a supporter to the hearing, please complete step 3 and 4.
- If you won't bring a supporter, please select 'No' for step 3.

At last, please choose whether you would like to submit additional statement for AMC's consideration at step 5 (required step).

Student section	Please choose your response below			
Will you attend the AMC formal hearing? Please note if you don't attend AMC Panel meeting or fail to respond by above timeline, AMC Panel meeting will take place in the your absence.		1		
<input checked="" type="radio"/> Yes				
<input type="radio"/> No				
Normally the AMC Panel meeting will be held offline. If you have further request of the meeting format, you may raise your request by filling in the text box below. Please be aware that further request is subject to AMC secretary's consideration and approval.				
Optional field		2		
Will you bring a supporter to the AMC formal hearing?				
<input checked="" type="radio"/> Yes		3		
<input type="radio"/> No				
Supporter's name	<input type="text"/>	Supporter's ID	<input type="text"/>	4
Supporter's role	<input type="text" value="Please Select"/>			
Do you want to submit an additional written statement for AMC Panel's consideration?				5
<input type="radio"/> Yes				
<input type="radio"/> No				

(2) After finishing the response, please submit it by clicking 'Submit' button at the top of the page.



☒ Submit

☐ Reject

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If you would like to submit additional statement to AMC Panel, please re-open the task and fill in the statement. (For detailed steps, please refer to the next section)

Scenario A-2: You will not attend the formal hearing

(1) If you are not going to attend the formal hearing, please complete steps 1 and 5.

Student section Please choose your response below

Will you attend the AMC formal hearing?

1

Please note if you don't attend AMC Panel meeting or fail to respond by above timeline, AMC Panel meeting will take place in the your absence.

☐ Yes

☐ No

Do you want to submit an additional written statement for AMC Panel's consideration?

5

☐ Yes

☐ No

(2) After finishing the response, please submit it by clicking 'Submit' button at the top of the page.

☒ Submit

☐ Reject

☐ Return to Initiator

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Academic Misconduct

Paragraph


A³ A¹ B I U


If you would like to submit additional statement to AMC Panel, please re-open the task and fill in the statement. (For detailed steps, please refer to the next section)


Scenario B: Paper-Based Consideration

(1) If your case will be considered by paper-based panel, please reply if you would like to submit additional statement to AMC.

In which approach will the case be considered by AMC Panel?


☒ A. Paper-based consideration  Please check the approach here ☐ B. AMC formal hearing

Please respond to the following question(s) by 2024-01-27 15 45 . If we don't hear from you by the above timeline, we will assume you don't have additional statement for AMC Panel's consideration.

 Please pay attention to the deadline

Student section

Do you want to submit an additional written statement for AMC Panel's consideration?

☐ Yes  Please choose your response ☐ No

(2) After finishing the response, please submit it by clicking 'Submit' button at the top of the page.

↑ Please click 'Submit' after completing the response

If you would like to submit additional statement to AMC Panel, please re-open the task and fill in the statement. (For detailed steps, please refer to the [next section](#))

9. Submit additional statement for AMC's consideration

If you would like to submit additional statement, please re-open the task in the system. Detailed steps: Click 1 'Student Services'→2 'My tasks'→3 click the serial number again→fill in student statement.



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My Actions

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Batch Approve

Reject

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Search keyword

Serial No.	Process Name	Summary	Owner	Post At	Step	Timeout
FAM2024010007	Academic Misconduct	Student Name: Student ID:	System		Statement ...	2D06H29M

Basic information of the case is prefilled by the system. Please pay attention to the submission deadline.

Submit

Reject

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Academic Misconduct

Academic Misconduct Committee Hearing – Student Statement

Student Name:	
Student ID Number:	
Programme of Study:	
Nature of alleged misconduct:	
Module(s) affected:	
Deadline for return of Student Statement:	2024-01-27 17:00

Please pay attention to the deadline

(1) Please fill in your statement in the text box and sign the statement.



Please provide a written statement which:

- Acknowledges what it is you are alleged to have done
- Acknowledges why what is alleged counts as academic misconduct
- Provides an account of events, which may include an explanation for your behaviour

If the statement is not returned by the deadline indicated above, the Academic Misconduct Committee will proceed based on the findings of the School investigation.

← → Paragraph

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Fill in your statement here

Words: 0

☐

The information I have provided is correct and complete to the best of my knowledge. In submitting this form I give my consent for this information to be disclosed to Officers of the University responsible for the investigation and consideration of my academic misconduct case. I understand that the form and associated documentation will be kept on University record.

Tick the check box

Student's Signature: *	Please sign here	Date: *	2024-01-06
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(2) Submit statement by clicking ‘Submit’ at the top of the page.

☒ Submit

Reject

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Academic Misconduct

Academic Misconduct Committee Hearing – Student Statement

Student Name:	
Student ID Number:	
Programme of Study:	
Nature of alleged misconduct:	
Module(s) affected:	
Deadline for return of Student Statement:	2024-01-27 17:00

10. Tips

Save the draft

Save: If you need to save the draft and continue the task later, please click 1 ‘More’ → 2 ‘Save’, then you may close the window.

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Inform

Invite Indicate

Public


Return

Jump

Save

Abort

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Academic Migration

Save the draft and continue later

[View case status](#)

If you would like to view the case status or the response/form you just submitted, you may find relevant information following these steps: click 1 'Student Services' → 2 'My Processed' → 3 click the serial number to view details.

News & Notices

Events

Favourite

Student Services 1

Service Cards

My Tasks 1

My Actions

Student Intern Oppor...

My Processed 2

Draft Actions

Serial No. Process Name Summary Owner Processed At Status

FAM2024010016 Academic Misc... Student Name: Student ID: System 16/01/24 09:21 (Running)

3

Click to view the response/form submitted in the previous step

Current status of the case



11. Contact information

For inquiries or questions regarding the academic misconduct processes, please refer to the following contact information and seek help.

Type of inquiry	Scenarios	Contact information
System-related issues	You have technical issues while completing certain steps in the system	Contact Academic Misconduct team at academic-misconduct@nottingham.edu.cn with a clear description and the screenshot(s) of the issues
Non-system-related inquiries	You have inquiry about email/information from School/Department/Faculty Office	Please contact your Faculty Office: FHSS: fhss@nottingham.edu.cn FoSE: fose@nottingham.edu.cn NUBS: nubschinaacademicmisconduct@nottingham.edu.cn CELE: cpso@nottingham.edu.cn
	You have inquiry about email sent by Secretary to Academic Misconduct Committee (AMC)	Please contact Academic Misconduct Team at academic-misconduct@nottingham.edu.cn
	You have general inquiry regarding the Academic Misconduct Policy and Procedure	