Dear Mr/Mrs/Miss/Ms ………………,

**Student Name:**

**Student ID:**

**Course:**

I am writing to invite you to a meeting to discuss an allegation of academic misconduct by way of [type of misconduct suspected i.e. plagiarism/collusion etc] in [type of assessment] for [module code module name/programme title]. The meeting will take place at [Time] on [Date (please be aware that students should have at least 5 calendar days’ notice)] by Microsoft Team to discuss the allegation.

Please refer to the [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) which constitute University’s Regulations on Academic Misconduct.

You are required to read the Regulations very carefully before the meeting. You must ensure that you understand the definition and examples of academic misconduct set out in the Academic Misconduct Policy. The Academic Misconduct Procedures outline the School/Department investigation, meeting procedures and possible outcomes.

Please find details of the allegation and the evidence to be discussed at the upcoming meeting; (If applicable please input details of the allegation and the evidence that will be discussed within the meeting i.e. Turnitin report, sources, exam script, assessment, etc. – where appropriate)

The following people are expected to be present at the meeting:

Name (Academic Misconduct Officer)

Name (Note-taker)

Name (Any additional staff and their role)

You may be accompanied to the meeting by a supporter, you should inform your School/Department who will be attending as a supporter at least two working days before the meeting. The supporter must be either: a fellow student, a member of staff. It is not appropriate for a student to be supported by a fellow student who is being investigated for the same suspected collusion. The supporter may take notes on your behalf, make representations on your behalf and ask questions, but may not answer questions on your behalf.

Should you wish to request any adjustments on the basis of a disability which will enable you to access the meeting effectively, please let me know as soon as possible.

The Academic Misconduct Team can also offer advice on the Policy & Procedure on Academic Misconduct. If you wish to seek advice on the regulations on Academic Misconduct, please contact the team by email at academic-misconduct@nottingham.edu.cn.

Yours sincerely

Signature

Name

Title

School