

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](https://www.nottingham.edu.cn/en/academicservices/academic-misconduct/academic-misconduct.aspx). 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](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.

|  |  |
| --- | --- |
| Title:   | Forename(s): |
| Family name / Surname: |
| Student ID Number: |
| Contact Address: *(Where correspondence related to the academic misconduct case should be sent)* |
| Contact telephone number(s): |
| Email Address: |
| 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 team at* *academic-misconduct@nottingham.edu.cn**.*

**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.** |

**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;

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

Please list any documentation you have attached in support of the request. Please note that if you present any new evidence which was not available and provided at the School/Department academic misconduct meeting, your request for a paper-based panel will be rejected and your case will be heard at a formal Academic Misconduct Committee hearing.

**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 |  |

The paper-based panel request form must be signed and dated and returned no later than 5 working days after receiving notification of the decision referring your case to the Academic Misconduct Committee.

Please return this form to academic-misconduct@nottingham.edu.cn, the Secretary to the Academic Misconduct Committee will acknowledge the receipt of your request within three working days.

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