Dear Mr/Mrs/Miss/Ms ………………,

**Student Name: ……………… Student ID Number: ………….**

**Academic Misconduct – School Decision Letter**

**Course Title: ………….**

**Module: Code and Number (if applicable)**

I am writing to you following the Academic Misconduct meeting held on Day Date Month Year, in accordance with the [Academic Misconduct Procedure](https://www.nottingham.edu.cn/en/academicservices/academic-misconduct/academic-misconduct.aspx).

Provide a brief summary of the case. Please include the following information:

* The allegation against the student (plagiarism, misconduct in examination, fabrication or misrepresentation etc.) is stated clearly.
* A brief description of what was considered at the School meeting, including evidence considered and any mitigation or explanation provided by the student (where applicable)

[Either 1a] I am satisfied that academic misconduct has not taken place and **no further action** will be taken in relation to the case. No formal record of academic misconduct will be kept, although associated paperwork will be retained. [If 1a delete remainder of highlighted text]

[Or 1b] I am satisfied, on the balance of probabilities, that academic misconduct has occurred. [If 1b select either 2a, 2b or 2c]

[Or 2a] The academic misconduct came about because of a lack of understanding of good academic practice or convention. This will be recorded as a case of **Poor Academic Practice** and no penalty will be imposed. This letter represents a written caution regarding your future conduct. Any further proven allegations of academic misconduct will be recorded as a first instance of academic misconduct. The University views academic misconduct extremely seriously and any future instances may have serious implications. A record of the matter will be kept by the School and the Secretary to the Academic Misconduct Committee in case of future allegations of academic misconduct against you. [If 2a delete remainder of highlighted text]

[Either 2b] Your case is to be **referred to the Academic Misconduct Committee** as per the Academic Misconduct Procedure because:

* You have two or more cases of academic misconduct recorded against you (where the previous instance was not recorded as a case of Poor Academic Practice) [delete if not applicable]
* The Head of School/Department believes that an appropriate penalty for the instance is not available to them under the Academic Misconduct Procedure [delete if not applicable]
* You are a Postgraduate Research student (and the misconduct has not taken place in a first year, taught module) [delete if not applicable].
* Is deemed to have submitted work that has been produced (in whole or in part) by another student or third party i.e. False Authorship
* Is deemed to have accessed course Moodle pages or relevant websites during an examination (where the use of such websites is unauthorised).
* Is deemed to have falsified content or evidence provided as part of an Extenuating Circumstances claim.

The Secretary to the Academic Misconduct Committee will write to you with further details in due course. Ordinarily, 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 by a paper-based review, without need for you to attend a formal hearing. Please refer to the [Academic Misconduct Procedure](https://www.nottingham.edu.cn/en/academicservices/academic-misconduct/academic-misconduct.aspx) for the criteria for a paper-based panel. If you would prefer to have your case considered by a paper-based panel, please ensure you meet all criteria and complete and submit the [Paper-Based Request Form](https://www.nottingham.edu.cn/en/academicservices/documents/paper-based-request-form-aug-2023.docx) within **5 working days** of the date of this letter.

[If 2b delete remainder of highlighted text and also the last paragraph of the letter]

[Or 2c] You had been provided with the appropriate information and skills, and in the circumstances, could be reasonably expected to avoid the academic misconduct. The University views academic misconduct extremely seriously. [If 2c select either 3a or 3b]

[Either 3a] Your case is to be **referred to** **the Chair of Academic Appeals and Misconduct Committee** to determine whether your case will be considered under the [Code of Discipline for Students](https://share.nottingham.edu.cn/sites/Policies/Student%20Policies/UNNC%20Code%20of%20Discipline%20for%20Students.aspx) in addition to, or instead of, the Regulations on Academic Misconduct. The Secretary to the Academic Misconduct Committee ([academic-misconduct@nottingham.edu.cn](mailto:academic-misconduct@nottingham.edu.cn)) will write to you with further details once a decision has been made. [If 3a delete remainder of highlighted text]

[Or 3b] The penalty imposed is: [select **one** and delete remainder]

1. **A written warning**. This letter represents a written warning regarding your future conduct. If you are suspected of committing further academic misconduct you will be reported to the Academic Misconduct Committee, which has the power to terminate your studies at the University.
2. **A mark of zero for the specific material** which is the subject of the academic misconduct or where the material does not constitute a specific paragraph or section. The amount of material deemed to be academic misconduct is a matter of academic judgment, and cannot be determined by a Turnitin report alone. If you are suspected of committing further academic misconduct you will be reported to the Academic Misconduct Committee, which has the power to terminate your studies at the University.
3. **An** **overall percentage reduction** of XX% to the piece of work reflecting the percentage of the work which is the subject of the academic misconduct, as determined by the Head of School. The amount of material deemed to be academic misconduct is a matter of academic judgment, and cannot be determined by a Turnitin report alone. If you are suspected of committing further academic misconduct you will be reported to the Academic Misconduct Committee, which has the power to terminate your studies at the University.
4. **A mark of zero for the entire piece of coursework** or assessment in which the academic misconduct has occurred. In the case of misconduct in examination a mark of zero will be recorded for the examination in question. If you are suspected of committing further academic misconduct you will be reported to the Academic Misconduct Committee, which has the power to terminate your studies at the University.

In determining this penalty, the School/Department took into consideration the following: (outline the reasons for the specific penalty).

*\*The following paragraph is not applicable when the case is referred to the Academic Misconduct Committee. Please delete the following paragraph when applicable.*

If you are dissatisfied with the School’s/Department’s decision, including the penalty awarded, you may submit [a self-referral request](https://www.nottingham.edu.cn/en/academicservices/documents/self-referral-form-aug-2023.docx), for your case be heard by a panel of the Academic Misconduct Committee. Please consult the [Academic Misconduct Procedure](https://www.nottingham.edu.cn/en/academicservices/academic-misconduct/academic-misconduct.aspx) for the grounds on which a self-referral request can be submitted. The request must be made in writing, to the Secretary to the Academic Misconduct Committee ([academic-misconduct@nottingham.edu.cn](mailto: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 outcome stated above is referral to the Academic Misconduct Committee or to the Chair of the Academic Appeals and Misconduct Committee.

Yours sincerely,

Signature

Name

Title

School

ccSecretary to the Academic Misconduct Committee (Academic-misconduct@nottingham.edu.cn)

Head of student’s home School – School of …………. (if applicable)

School file