1. **Desk-Based TEMPLATE – Poor Academic Practice**

Dear NAME

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

**Notification of Identified Academic Misconduct – Interim Outcome**

**Course Title: ………….**

**Module: Code and Name**

**Assessment: Title**

I am writing to you following the detection of minor plagiarism in your assessment Module Code/Assessment Title. Your assessment was referred to me as Academic Misconduct Officer in the School/Department of **Insert**. Following a review of your assessment I am satisfied that, on the balance of probabilities, academic misconduct has occurred in the form of minor plagiarism in your coursework/examination, Insert module code and assessment title.

In reaching this decision, I have reviewed the following documentation:

* Turnitin Similarity Report
* The primary source material identified by the marker and/or the Turnitin Report
* A copy of your submission, annotated, highlighting sections of concern.

An examination of your assessment identified instances of (**adapt/delete as appropriate**) missing or misplaced quotations marks despite the author being listed in your reference list and/or incorrect or inadequate referencing of the original ideas/sources contained within your work. I am satisfied, on the balance of probabilities, that academic misconduct has occurred in the form of plagiarism and that 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; the relevant sections of your work will be excluded for marking purposes. 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 against you.

You are strongly advised to seek supplementary guidance and support to develop a better understanding of the University’s expectations of academic integrity in academic writing, including referencing and citations. Support can be obtained from (**Insert** School appropriate resources e.g., support workshops, Tutorial sessions), in addition to the University’s [The Writing Lab](https://www.nottingham.edu.cn/en/cele/the-writing-labunnc/the-writing-labunnc.aspx) and [CELE](https://www.nottingham.edu.cn/en/cele/welcome.aspx). Further support can also be provided by your Personal Tutor.

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, a request must be made in writing, to Insert appropriate contact and email within **10 working days** of the date of this outcome.

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.

Yours sincerely

Signature

Name

Title

School

ccAcademic Misconduct Officer

Secretary to the Academic Misconduct Committee ([academic-misconduct@nottingham.edu.cn](mailto:academic-misconduct@nottingham.edu.cn))

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

1. **Desk-Based TEMPLATE – Written Warning**

Dear NAME

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

**Notification of Identified Academic Misconduct – Interim Outcome**

**Course Title: ………….**

**Module: Code and Name**

**Assessment: Title**

I am writing to you following the detection of minor plagiarism in your assessment Module Code/Assessment Title. Your assessment was referred to me as Academic Misconduct Officer in the School/Department of **Insert**. Following a review of your assessment I am satisfied that, on the balance of probabilities, academic misconduct has occurred in the form of minor plagiarism in your coursework/examination, Insert module code and assessment title.

In reaching this decision, I have reviewed the following documentation:

* Turnitin Similarity Report
* The primary source material identified by the marker and/or the Turnitin Report
* A copy of your submission, annotated, highlighting sections of concern.

An examination of your assessment identified minor instances of plagiarism, (**adapt/delete as appropriate**) whereby you appear to incorrectly represent another person’s work and/or ideas as your own. For example, by failing to correctly acknowledge others’ ideas and work as sources of information in your assignment. I am satisfied, on the balance of probabilities, that academic misconduct has occurred. Please note, it is not necessary to prove intention to commit academic misconduct in order to make a finding of academic misconduct.

The penalty imposed is a **written warning.**

This letter represents a written warning regarding your future conduct; the relevant sections of your work will be excluded for marking purposes. Any further proven allegations of academic misconduct will be recorded as a second instance of academic misconduct with this penalty taken into consideration in the determination of any future penalty. 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.

You are strongly advised to seek supplementary guidance and support to develop a better understanding of the University’s expectations of academic integrity in academic writing, including referencing and citations. Support can be obtained from (**Insert** School appropriate resources e.g., support workshops, Tutorial sessions), in addition to the University’s [The Writing Lab](https://www.nottingham.edu.cn/en/cele/the-writing-labunnc/the-writing-labunnc.aspx) and [CELE](https://www.nottingham.edu.cn/en/cele/welcome.aspx). Further support can also be provided by your Personal Tutor.

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, a request must be made in writing, to Insert appropriate contact and email within **10 working days** of the date of this outcome.

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.

Yours sincerely

Signature

Name

Title

School

ccAcademic Misconduct Officer

Secretary to the Academic Misconduct Committee ([academic-misconduct@nottingham.edu.cn](mailto:academic-misconduct@nottingham.edu.cn))

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

School file