0115 951\*\*\*\*

\*\*\*\*@nottingham.ac.uk

**PRIVATE AND CONFIDENTIAL**

Name

Address 1

Address 2

Address 3

Postcode

Date

Dear Name

**Student Name:**

**Student ID:**

**Programme:**

I am writing to invite you to a meeting to discuss the possibility of academic misconduct in [type of assessment] for [module code module name/programme title]. The School requests that you attend a meeting with [Name(s)], [Role(s)] at [Time] on [Date] in [Location] to discuss the evidence which the School will put forward.

The Regulations on Academic Misconduct may be found in the University of Nottingham Quality Manual (<http://www.nottingham.ac.uk/academicservices/qualitymanual/assessmentandawards/academic-misconduct.aspx>).

You are required to read the Regulations very carefully before the meeting. Ensure you understand the definition and examples of academic misconduct set out in Sections 1 and 2. Sections 3 and 4 relate to the School investigation and outcomes; clause 3.2.6 explains the procedure for the meeting.

You may be accompanied to the meeting by a supporter. The supporter must be either; an Education Adviser from the Students’ Union (or equivalent at UNNC/UMNC), a fellow student, a member of staff, or a Union representative (eg BMA, RCN). The SU Education Advisers can also offer advice and support on the Regulations on Academic Misconduct. If you wish to have an SU Education Adviser accompany or represent you please contact Students’ Union Advice directly by telephone on 0115 8468730 or by email at sueducationadviser@nottingham.ac.uk

Yours sincerely

Name

Title

School